

ATTENDANCE PERIOD REQUIREMENT (Face to Face contact)

Student Name:

Date	Time in	Time out	Purpose	Context	Staff	Total time
1/18/2015	9:15 AM	9:45 AM	Case management	Food resources- filled out forms for food stamps	Ms. Smith	.5 hr
1/20/2015	10:00 AM	10:30 AM	Case management	Transportation- picked up bus pass, went over routes	Ms. Smith	.5 hr
1/25/2015	11:00 AM	12:00 PM	Instruction	English 101 persuasive essays *	Mr. Jones	1 hr
1/25/2015	2:00 PM	3:00 PM	Instruction	Math 96- algebra- solving inequalities with two variables	Ms. Long	1 hr
1/30/2015	11:30 AM	12:30 PM	Instruction	Math : p. 262-264 in the Kaplan book (GED prep)	Ms. Butler	1 hr
1/30/2015	12:30 PM	1:30 PM	Case management	Drug and alcohol- see case notes	Ms. Smith	1 hr
2/5/2015	9:30 AM	10:30 AM	Job Readiness/ Career Counseling	Started Resume worksheet	Mr. Thompson	1 hr
2/9/2015	11:30 AM	1:30 PM	Job Readiness/ Career Counseling	Mock interviews -with feedback	Mr. Thompson	2 hr
2/12/2015	6:30 PM	8:30 PM	Instruction	COE - Essay prompt Letter to school board	Mr. Bergh	2 hr
2/15/2015	8:30 AM	9:15 AM	Academic Counseling	selecting courses for next quarter/ registering	Mrs. Bunn	.75 hr
2/16/2015	10:00 AM	11:00 AM	Academic Counseling	FAFSA completion	Mrs. Bunn	1 hr
				* weekly course outline or syllabus with weekly agenda attached		

WEEKLY STATUS CHECK SAMPLE DOCUMENTATION

Student Name :

Staff	Date	Method	Purpose	Context
Mr. Jones	1/6/2015	Face to Face	Instruction	P 240-242 Kaplan textbook (GED prep)
Ms. Smith	1/12/2015	Facebook message	Check on attendance	Have not seen you this week, please come in or call 360 .555.1212
Mr. Bell	1/17/2015	Text	Case management	check on housing appt.
Mr. Jones	1/23/2015	Face to Face	Instruction	Algebra- inequalities with two variables
Mrs. Long	2/2/2015	email	Academic counseling	Reminder of parent night for post-secondary options- bring a caring adult!