Las Positas College
CalWORKs Program

HOW TO COMPLETE MONTHLY ATTENDANCE & PROGRESS REPORTS

Top Section

- In the upper right-hand corner, fill in the date, your name (first and last), case number (social security number), your Employment Counselor Name, Employment Counselor Number, and Employment Counselor phone number if available.

- For the sentence “This report is due by…”, indicate the 5th of the following month for which you are reporting. For example, an April report would be due by May 5th.

- For “Report Month”, indicate which month you are reporting for.

Part A

- 1. Indicate if you are still enrolled in school.

- 2. Indicate if any courses have been dropped, and if so, which.

- 3. Indicate if any courses have been added, and if so, which.

- Sign and date at bottom of that section.

Part B: Enrolled Classes

- On the line, “Class”, write the course title and number of one of your classes (e.g., Math 65, or Health 1, or English 1A, etc.).

- In the lines under “WEEK OF”, write the date of the first Monday of each week of that month (e.g., 1/1, 1/8, 1/15, 1/22, 1/29).

- In the lines under each day of the week, “MON”, “TUE”, “WED”, etc, write the number of hours you attended this specific class for each day. For days you are not scheduled to attend, leave blank. If you were absent for a particular day of class, write “A” on that day. If there was a holiday on a day you typically have class, write “H”. Required labs for this class should also be indicated in this section.

- In the lines under “WEEKLY TOTAL”, indicate how many hours you attended this course each week.

- Repeat these steps on the backside (or separate sheet) for each class in which you are enrolled.
Part B: Supervised Study and Tutorials

- One grid will be used to log time you used during the month for supervised study or tutoring. On the line “Class”, write “Supervised Study” and/or “Tutorials”.

- As with previous grids, specify the start date of each week in the “WEEK OF” column.

- Under each day of the week, indicate how many hours you studied or received tutoring. Leave days that you did not work blank. Please note: For every 1 hour of class time, you can log up to 2 hours of supervised study time. **Study hours are granted only after having completed County Assessment.**

Part B: Work Hours

- If you are working, one grid will be used to log time that you worked during the month. On the line “Class”, write “Work”.

- As with previous grids, specify the start date of each week in the “WEEK OF” column.

- Under each day of the week, indicate how many hours you worked for that day. Leave days that you did not work blank.

**ONCE COMPLETED, TURN YOUR PROGRESS REPORT INTO LAS POSITAS COLLEGE - CALWORKS STAFF.**

**OTHER IMPORTANT INFORMATION**

Alameda County is requiring participants to regularly submit monthly progress reports. Please make sure you are bringing this to the CalWORKs office for submission to your worker. If you prefer that a CalWORKs staff member sign your monthly report, you are required to submit a midterm progress report completed and signed by each of your instructors.

If you have any questions, please contact CalWORKs staff at (925) 424-1459.