

## Instructions for Completing the Educational Monthly Attendance Verification Form

Attendance Month/Year: The month and year for which the student is reporting school attendance.

This form is due to the WTW SSD Worker by the 5th of the month after the attendance month.

For example, if reporting attendance for June, this form must be turned in to the WTW SSD Worker by July 5th .

### Section A: Changes

Complete this section if there are any changes to report in school or class status including date(s) when the change occurred.

Section B: Attendance Hours (Use ONE form to report ~~25 (t) 7 (n) 3 (d) 2 (a) 2 (s) 1 (f) 3 (t) 0 (e) 1 (h) 1 (a) 1 (p) 1 (o) 1 (t) 1 (e) 1 (r) 1 (e)~~

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of classes. The ~~WSD~~ Worker must sign and date the attendance form to verify that the information provided by the student is accurate.