

**\*Due Every Friday:**

**Confidential**

*\*Brighton Campus – Graduation Office Bldg 3 RM 103 or Damon City Campus- Student Services -5<sup>th</sup> Floor*

**Attendance Tracking Forms**

<b>Name:</b> _____	<b>Week of:</b> _____
<b>M#:</b> _____	

Course Name	Day	Professor Signature
EXAMPLE: MTH 165	Mon & Weds	J. Doe

Students are strongly encouraged to check their MCC e-mail account on a daily basis as this is the primary mode of communication used by the WEP Advisor.

You are expected to provide verification of your attendance on a\* **weekly basis**; any false representation provided to the WEP Advisor may result in immediate dismissal from the MCC Vocation Education and Work Experience Program. Further more any false representation provided to Monroe County’s Department of Human Services or failure to comply without good cause may result in loss of your Public Assistance and Food Stamp benefit, and possible sanction per office of Temporary and Disability Assistance Regulations 385.9 and 385.12. ***Students who fail to report attendance on time will be closed out of the VWEF program and will be concilated/sanctioned by DHS.***