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DHS
Oregon Department of Human Services
Children, Adults and Families
TANF Program, JOBS

Education or Training Attendance Report

Client name		
Branch #	Last 4 digits of SSN	Educational activity type
Appointment date	Appointment time ☐ AM ☐ PM	
Appointment place		

You are in an education or training plan. It has been approved by the Department of Human Services (DHS). While you are in the plan, you must report your attendance.

Please keep track of your attendance at scheduled classes and training each week. If you miss any scheduled classes, please give your reason below. Your worker will decide if you had a good cause not to attend.

You have an appointment to review your education/training attendance at the time and place listed above. Bring this completed form with you to the appointment.

I certify that the client has been supervised daily:

Worker signature: _____ Date: _____

Name of school: _____

To be completed by: School official		**To be completed by: Student**		**DHS use only**
Attendance week ***(Example: Oct 4 – 10, 2008)***	**Number of hours attended** ***(including class, lab, clinical, internship hours)***	**Did you do homework this week?**		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		

School official's signature and printed name _____ Phone number _____ Date _____

Date	Reason(s) I missed class or training

The information I have recorded here is accurate. I understand that I must attend classes or training to remain eligible for DHS provided services.

Participant's signature: _____ Date: _____

The Department of Human Services (DHS) will not discriminate against anyone. This means DHS will help all who qualify. DHS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs or disability. You can file a complaint if you think DHS discriminated against you because of any of these reasons.

"Equal Opportunity is the Law"

Auxiliary aids and services are available upon request to individuals with disabilities.

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