

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
STUDENT ENROLLMENT/CERTIFICATION OF ATTENDANCE**

ATTENDANCE REQUIREMENTS

All information contained within this document must be completed accurately in order to maintain funding under the WIOA attendance certification requirements. This form must be completed after the fifth AND last class meeting of courses attended at UCLA Extension. If enrolled in an **online** course please use the first date of the course starts then the same day of the week for each consecutive week. The *Class Time* should be general hours you work online such as 7-10pm.

STATEMENT OF ATTENDANCE

All information contained within this document must be completed accurately in order to maintain funding under the WIOA attendance certification requirements. This form must be completed after the fifth AND last class meeting the first quarter you attend UCLA Extension. In subsequent quarters, this form should be submitted within one week of completing each course.

Last Name: _____ First Name: _____

Social Security # (last 4 digits): _____ Daytime Telephone: _____

Course Title: _____

Registration/Project #: _____

Course Begin Date: _____ Course End Date: _____

Dates of Attendance	Class Time	Dates of Attendance	Class Time

Submit this form to:
Financial Aid Office—UCLA Extension
10995 Le Conte Avenue, Suite 320
Los Angeles, CA 90024
Fax: (310) 825-5686 Email: finaid@uclaextension.edu

By signing below, I certify that I attended UCLA Extension classes as described above for stated enrollment period.

Student's Signature: _____ Date: _____