



**Illinois**  
**Department of Commerce**  
& Economic Opportunity



**ILLINOIS WORKS**

# Illinois Works Pre-Apprenticeship Program

Attendance Roster Guidance Update

Effective 9/16/2024

## Presenters:

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- Dan Martinez
- Monica Pruitt





*This Session is Being Recorded*





# Overview



Regular attendance and participation are essential to student success. In addition, many elements of the Illinois Works Pre-Apprenticeship Program rely on accurate recording of participant attendance including:

- Successful Completion of individual training modules based on 80% or greater attendance of required training hours.
- Participant receipt of stipend based on attended instruction hours and student performance.
- Successful attainment for Grantees of performance-based benchmarks.



# Memo



## 2024 Grantee Manual - Guidance Update Memorandum #1 (Effective September 16, 2024) Attendance Policy

### Introduction:

The following guidance update to the 2024 Grantee Manual is issued to up clarify and update existing Attendance Policy and guidance. This memorandum also includes a new and required Illinois Works Attendance Roster, and an Illinois Works Attendance Roster Job Aid. The Job Aid provides clear examples on how to use and implement the new Roster daily. Different rosters will only be considered following the below guidance, and requests for ILW to approve a different roster must be submitted immediately after this guidance goes in effect on September 16, 2024.

### Old vs. New Guidance:

The 2024 Illinois Works Pre-apprenticeship Program (ILWPP) Grantee Manual provides the following guidance for attendance rosters:

#### Attendance Rosters

Participants are expected to be present for their scheduled training and work-based sessions. Regular attendance and participation are essential to student success. It is the expectation that all Illinois Works Pre-Apprenticeship grantees track daily attendance of participants, using an approved Attendance Roster. The roster should be signed and dated by all Instructors/Trainers, and staff responsible for IWRS reporting (data entry). Training curriculum, and dates should be accurately reported, not including break/lunch times. Attendance rosters must be uploaded to IWRS at the end of each training module.

Template 21: Sample Illinois Works Attendance Roster is available for use by grantees in the Appendix of this manual. Please note, ILWPP requires an Attendance Roster be kept on file and to be uploaded to IWRS.

The Office of Illinois Works (ILW) updated the above guidance, effective September 16, 2024, for use by all ILWPP Grantees. These updates are designed to provide a consistent means for all grantees to accurately track attendance, to provide clear direction on how to complete and upload attendance rosters, and to provide grantees with an understanding of how monthly compliance and completion verification are affected by non-compliance with attendance policy. Below are notable updates that are now in effect as a result of this updated guidance to grantees:

- Instructor must document attendance in 15-minute increments as instruction is delivered. See Illinois Works Attendance Roster Job Aid with instructions for proper use and examples.
- Grantees must submit alternate attendance roster templates, different from those prescribed by this guidance, to ILW for approval prior to use. Alternate templates must still include the components required by the ILWPP template.

...ledge their attendance with their own signature. Attendance rosters  
...S at the end of each training module. These are also the rosters that  
...pliance verification for grantees.  
...rate outside of guidance are required to submit an appeal and a plan  
...fore the next compliance review period.  
...Program Managers must confirm the accuracy of each attendance

...of each grantee. ILW Grant Managers will confirm that attendance  
...been uploaded to the IWRS Provider Info - Grantee Details page  
...ification will not be awarded to the cohort until grantees upload

...ntee Manual was required to be followed up to the point this  
...effect September 16, 2024. If a grantee's practices did not align  
...id one of more of their cohorts have ended, an appeal to ILW  
...ILW Grant Manager no later than September 25, 2024 for  
...outline:

...dence,  
...the guidance provided by ILW, and  
...some compliant with the new guidance outlined in this

...one technical assistance with the goal to successfully  
...is guidance update.

...tid on Monday, September 16, 2024, at 11:00 a.m. to  
...ndance tracking requirements. Register for the  
...pinter/ce02f138639d063e7a7b97ce9d21998  
...wide one-on-one technical assistance with grantees

...in this correspondence and ensure all staff follow  
...l, especially the Data Entry Coordinator.  
...curately record attendance and document any



# Template 21

## Illinois Works Attendance Roster (Required)

GRANTEE		TRAINING DATES		To	
INSTRUCTOR'S NAME		TRAINING TIME		To	
INSTRUCTOR'S ORG.		COHORT #		COURSE DATES	
MODULE NAME		MODULE #		COURSE HOURS	

Use a *separate Roster* for each training module approved to be delivered in your curriculum. Participant's legal names must be pre-printed, alphabetically by last name, before instruction begins. Participants are required to sign the roster, acknowledging their attendance to the module. The instructor is responsible for entering the daily Training hours for each participant no later than the end of each training day, recorded in increments of 15 minutes, and documenting any shortfalls in attendance per the ILW guidance.

#	Participant First & Last Name	Participant Signature	Training Dates											Total			
			Training Hours														
			Attendance Notes														
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

INSTRUCTOR NOTES																	

I certify that the students listed on this attendance roster attended training for the time indicated above. \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date

On behalf of \_\_\_\_\_, I confirm the accuracy of this attendance roster. \_\_\_\_\_ Program Manager/Administrator's Signature \_\_\_\_\_ Date



# Job Aid

## Illinois Works Attendance Roster Job Aid

### Overview:

Regular attendance and participation are essential to student success. It is a requirement that all Illinois Works Pre-Apprenticeship grantees track daily attendance of participants, using an approved Attendance Roster.

### Attendance Roster Header:

<b>GRANTEE</b>	<i>123 Community Workforce</i>	<b>TRAINING DATES</b>	<i>5/1/2024</i>	<i>To</i>	<i>5/1/2024</i>
<b>INSTRUCTOR'S NAME</b>	<i>Jane Doe</i>	<b>TRAINING TIME</b>	<i>8:00am</i>	<i>To</i>	<i>12:30pm</i>
<b>INSTRUCTOR'S ORG</b>	<i>Construction Trainers Incorporated</i>	<b>COHORT #</b>	<i>1</i>	<b>COURSE DATES</b>	<i>5/1/2024 – 5/1/2024</i>
<b>MODULE NAME</b>	<i>ILW Orientation</i>	<b>MODULE #</b>	<i>n/a</i>	<b>COURSE HOURS</b>	<i>4</i>

**Header Instructions:** The following information must be pre-printed (not handwritten): GRANTEE name, INSTRUCTOR NAME (first and last), INSTRUCTOR'S ORGANIZATION, and MODULE NAME, as approved in the ILWPP Final Curriculum Form. The TRAINING DATES refer to the dates of the specific attendance roster, not the overall Cohort or even the entire module. A maximum of 10 dates can be entered on a single roster. The start and end date for the entire module must be entered in the COURSE DATES field. The total number of hours as approved in the ILWPP FCF must be entered in the COURSE HOURS field. The TRAINING TIME refers to the start and end time each day for the training module contained on this roster, not the start and end time for the entire program.





Training Dates are the dates of training covered by this roster. In this example, the training dates are only half of the total for this training module.

Course Dates are the start and end dates for this training module. Course Hours are the total hours of this course as approved on the Final Curriculum Form.

Illinois Works Attendance Roster

GRANTEE	123 Community Workforce	TRAINING DATES	5/3/2024	To	5/16/2024
INSTRUCTOR'S NAME	Jane Doe	TRAINING TIME	10:00am	To	11:00am
INSTRUCTOR'S ORG	Construction Trainers Incorporated	COHORT #	1	COURSE DATES	5/3/2024 - 5/31/2024
MODULE NAME	Applied Construction Math	MODULE #	n/a	COURSE HOURS	20

Use a separate Roster for each training module approved to be delivered in your curriculum. Participant's legal names must be pre-printed, alphabetically by last name before instruction begins. Participants are required to sign the roster, acknowledging their attendance to the module. The instructor is responsible for entering the daily Training hours for each participant no later than the end of each training day, recorded in increments of 15 minutes, and documenting any shortfalls in attendance per the ILW guidance.

Module Name must be written as approved on the Final Curriculum Form.

#	Participant First & Last Name	Participant Signature	Training Dates Attendance Notes	5/3	5/6	5/7	5/8	5/9	5/10	5/13	5/14	5/15	5/16	TOTAL
				1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr
1	Joe Apple	<i>Joe Apple</i>	5/3: 17 min late 45 min	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	9 hrs 45 min
2	Amy Banana	<i>Amy Banana</i>	5/7: left 20 min early	1 hr	1 hr	45 min	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	9 hrs 45 min
3	Jim Carrot	<i>Jim Carrot</i>	see notes	1 hr	-	-	-	-	-	1 hr	1 hr	1 hr	1 hr	5 hrs
4	Maria Dates	<i>Maria Dates</i>		1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	10 hrs
5	Gina Egg	<i>Gina Egg</i>	see notes	45 min	45 min	45 min	45 min	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	9 hrs
6	Tom Figs	<i>Tom Figs</i>												
7	Kris Grape	<i>Kris G</i>												
8	Paul Honeydew	PAUL HONEYDEW	5/7: 10 min late	1 hr	1 hr									2 hrs
9	Sharon Ice	<i>Sharon Ice</i>												
10	Vinny Jack	<i>Vinny Jack</i>												

Participant names must be pre-printed alphabetically by last name.

Each participant's attendance must be totaled in this final column.

**INSTRUCTOR NOTES**  
 Jim Carrot missed one week due to an excused absence. Make-up has been scheduled for 5/20/2024. Gina Egg was 10 min late each day until cancelled, then attendance improved.

Instructors enter additional notes regarding individual participants or general class information.

The instructor must sign and date this form on the final day of instruction for this form. A Program Manager or Admin must sign and date this form within one week of course completion and prior to uploading to IWRS

I certify that the students listed on this attendance roster attended training for the time indicated above.

Instructor's Signature: *[Signature]* Date: May 16, 2024

On behalf of 123 Community Workforce I confirm the accuracy of this attendance roster.

Grant Organization: 123 Community Workforce Program Manager/Administrator's Signature: *[Signature]* Date: 5/16/24

# Job Aid

## Signatures:

I certify that the students listed on this attendance roster attended training for the time indicated above.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

On behalf of \_\_\_\_\_, I confirm the accuracy of this attendance roster.  
Grantee Organization

\_\_\_\_\_  
Program Manager/Administrator's Signature

\_\_\_\_\_  
Date

**Instructions:** At the conclusion of the final day of attendance for the attendance roster, the instructor must sign and date the roster. If more than one individual was involved with instruction, each instructor must sign and date the roster. The instructor signature is an acknowledgement confirming the accuracy of the attendance as recorded.

Within five business days of the final day of attendance, the Program Administrator or Program Manager must sign and date the roster on behalf of their organization affirming the validity of the attendance. The roster must then be uploaded to IWRS at the Cohort level.





# Action Plan

## Action Plan:

**If your 2024 attendance rosters do not meet the requirements outlined, an appeal must be submitted to your ILW Grant Manager.** All training attendance after 9/16/2024 must be recorded on the updated ILWPP Attendance Roster, Template 21.

If you have any questions, please reach out to your assigned grant manager.

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# Thank You!



**Illinois**  
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JB Pritzker, Governor

