



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:

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

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.

Participant Sign-In Table:

Template 21: Illinois Works Attendance Roster

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.

Illinois Works Attendance Roster (Required)

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	MODULE DATES	5/3/2024 - 5/31/2024
MODULE NAME	Applied Construction Math	MODULE #	n/a	MODULE 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.

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

INSTRUCTOR NOTES

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

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

On behalf of 123 Community Workforce Grantee Organization

Instructor's Signature

Date May 16, 2024

Program Manager Administrator's Signature

Date 5/16/24

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

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.

Table Instructions: The participant names must be pre-printed (not handwritten). If the number of participants exceeds the number of lines available, a new roster must be created using the same standards

as the first. The participants should be numbered accordingly with 1 through 10 appearing on the first attendance roster, 11-20 on the second, etc.

Each training day, **instructors must take note late arrivals, early departures, and any other occurrences that impact attendance keeping in mind that attendance impacts the ILW completion requirement and stipend payments.** This includes the start and end of the class period but also short breaks, meal breaks, etc. At the end of each training, instructors must record the minutes or hours of attendance for the module. Attendance must be recorded in 15 minute increments.

For example, in a 1-hour class:

Participant A arrives 10 minutes late. The infraction must be noted, but it would not impact their attendance for the day which would still be recorded as 1 hour.

Participant B leaves 10 minutes early. The infraction must be noted, but it would not impact their attendance for the day which would still be recorded as 1 hour.

Participant C arrives 10 minutes late and leaves 10 minutes early. It must be noted that the participant arrived late and left early. Participant C's attendance would be recorded as 45 minutes since they missed more than 15 minutes but less than 30 minutes. **See attendance notes in Sample Roster above.**

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:

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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