

6. Remarks:

Signature of CRP: _____ Date: _____

Project SEARCH® Attendance Log

This is a template. CRPs may create and use their own form as long as the information and signatures are captured.

CRP Agency

Name: _____

Customer: _____

Report Month: _____

Week 1	Date	Time In	Time Out	Customer Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Week 2	Date	Time In	Time Out	Customer Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Week 3	Date	Time In	Time Out	Customer Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Week 4	Date	Time In	Time Out	Customer Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.

Week 5	Date	Time In	Time Out	Customer Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

The VR counselor will authorize for Workplace Readiness Training at \$36 per day per intern.

ADULT PROJECT SEARCH MODEL ONLY: The VR Counselor will authorize for on-site classroom instruction at \$400 per month per intern for the one-year internship.

Total days of attendance this month: _____

CRP Staff Signature: _____

Date: _____