

Bi-Weekly Attendance Case Note Samples

Received Accurate Attendance with No Absences

- **Note Subject:** Bi-Weekly Attendance Sheets Received 2/17/19 – 3/2/19
- **Case Note:** Customer (or Customer Name) provided Bi-Weekly attendance sheets for the period 2/17/19 – 3/2/19. Case Manager reviewed sheets and determined there were no absences.

Failed to provide verification of attendance

- **Note Subject:** Bi-Weekly Attendance Sheets Not Received or Incomplete 2/17/19 – 3/2/19
- **Case Note:** Customer (or Customer Name) failed to provide (or provided but are incomplete) Bi-Weekly attendance sheets for the period of 2/17/19 – 3/2/19. Case Manager has contacted customer to obtain missing attendance sheets or information. A Ceased Participation has been entered for the missing attendance sheets.
- Case Manager must also enter a Ceased Participation at this point with the reason of “Failed to Provide Verification of Attendance”.

When missing sheets/revised Bi-Weekly Attendance Sheets are received

- **Note Subject:** Bi-Weekly Attendance Sheets Received 2/17/19 – 3/2/19
- **Case Note:** Customer (or Customer Name) provided Bi-Weekly attendance sheets for the period of 2/17/19 – 3/2/19. Case Manager reviewed sheets and determined there were no absences.
- Case Manager must also update the Ceased Participation Status record to indicate the missing attendance sheets were received and the date they were received.

Failed to attend all training class(es) and/or other training activity scheduled by the Training Institution

- **Note Subject:** Bi-Weekly Attendance Sheets Received With Absences 2/17/19 – 3/2/19
- **Case Note:** Customer (or Customer Name) provided bi-Weekly attendance sheets for the period of 2/17/19 – 3/2/19. Case Manager reviewed sheets and determined the customer did not attend class on (Date(s) of missed class(es)). A Ceased Participation has been entered for the missed class(es).
- Case Manager must also enter the Ceased Participation Status record with the reason “Failed to attend all training class(es) and/or other training activity scheduled by the Training Institution.

Instructor cancelled class/classes

- **Note Subject:** Bi-Weekly Attendance Sheets Received Instructor Cancelled Class/Classes 2/17/19 – 3/2/19
- **Case Note:** Customer (or Customer Name) provided Bi-Weekly attendance sheets for the period 2/17/19 – 3/2/19. Case Manager reviewed the sheets and determined the instructor cancelled class on (Date(s) of cancelled class(es)). A Ceased Participation has been entered for the cancelled class(es).
- Case Manager must enter a Ceased Participation Status record with the reason “Instructor Cancelled Class/Classes”