

Life Skills (SFS) ESD Attendance & Completion Guidelines

Life Skills Participation Attendance Guidelines:	
In Person	Virtual
WorkFirst (WF) participants enrolled through Life Skills (LS) attend 20 hours (5 hrs. per day, 4 days a week) ; 12 hours of instruction, 8 hours of self-directed, monitored extended learning, on site.	WorkFirst (WF) participants enrolled through Life Skills (LS) attend 20 hours (5 hrs. per day, 4 days a week) ; 12 hours of instruction, 8 hours of self-directed, monitored extended learning (includes required check-in).
In person extended learning, participants complete 8 hours of extended learning per week (2 hours per day, 4 days a week.)	Virtual extended learning, participants complete 8 hours of extended learning per week, (2 hours per day, 4 days a week.)
Participants are required to do the following- <ul style="list-style-type: none"> • Complete assigned self-study work on site • Take self-directed breaks as needed • Required to sign in and out daily 	Participants are required to do the following- <ul style="list-style-type: none"> • Complete assigned independent and group activities • Take self-directed breaks as needed • Group check-in with instructor during last 30 minutes of the 2-hour extended learning period-also required to confirm completion
For Instructor Development Weeks (IDWs), WF LS participants attend either (a) 20 hours per week via self-directed monitored learning on site, in-person or (b) attend 20 hours of SFS moderated workshops online (4 hours per day, 5 days a week)	

What are examples of excused absences for SFS?
Emergencies (accidents, medical needs, etc.)
Illness
No make-up day available during the week
Appointments that conflict with class time and/or make-up time
Inclement weather
What are examples of unexcused absences?
No call/no show
No participation in check-in for virtual extended learning

What happens when the WorkFirst participant isn't maintaining satisfactory progress or fails to participate?
If the instructor has excused 2 or more absences, they should inform the case manager and discuss whether the referral is still appropriate and beneficial for the participant.
If the participant cannot make up the hours and the reason for the absence is not determined by the instructor to be appropriate to be excused, the time must be unexcused.
If additional excused time or opportunities to make up participation hours during another week are being requested, it requires the approval of the WorkFirst case manager and the SFS Lead Instructor.

What and when are make-up hours?	
In Person	Virtual
LS make-up time is usually available the Friday of the same week absences occurred or may be allowed before or after regular class time.	Make-up time is not typically available virtually. Instructor may choose to offer virtual monitored make-up activities for LS at their discretion, based on availability.
LS make-up time is self-directed, monitored, usually in a common area.	Otherwise, make-up time is only available following in-person make-up guidelines.

Life Skills Participation Certificate/Graduation Guidelines:	
In Person	Virtual
Module completion and obtaining series certification requires a minimum of 15 hours per module (75% of 20-hour module expectation).	