

INSTRUCTIONS FOR DSS FORM 1300

This form has been designed by the South Carolina Department of Social Services to be used for recording school attendance. The instructor/school designee should complete and sign the form. The completed form should be returned to DSS by due date. **One form is required per class and hours must be verified every two (2) weeks.**

Part I – To be completed by the Case Manager before sending to school.

Name and Address of School: The complete name and address of the school student attends.

Student Name and Case Number: The complete name and case number of the student.

Case Manager's Name and Telephone Number

Social Security Number: The last four (4) digits of the student's Social Security number.

Report Month/Year: Indicate which month and year information is needed.

Week Beginning and Week Ending: Please indicate appropriate beginning and ending dates for report.

Part II – To be completed by school instructor/designee.

Scheduled Activity: Please check appropriate block as it relates to the student.

Class Name: Indicate name of class, if applicable.

Attendance: Enter hours that the client attended in the appropriate block. This means actual hours spent in the classroom.

Instructor's Signature/Date: Self-Explanatory

Student's Signature/Date: Self-Explanatory

Part III – To be completed by the case manager.

Homework Hours: Enter appropriate number of homework hours based on attendance annotated by school in middle section adhering to Family Independence policy.

Case Manager's Signature/Date: Self Explanatory