



## 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