

TOWARD MAXIMUM INDEPENDENCE, INC.
Employment Solutions – Integrated Work Program
Attendance Sheet: 1-15th

JOB COACH:	MONTH/YEAR:
-------------------	--------------------

Complete a Progress Note for every person supported, each day, without exception. Complete Attendance Sheet accurately ensuring ALL boxes are completed using the key below.

KEY

X = ATTENDED	A = ABSENT	H = HOLIDAY	S = SUBSTITUTE UTILIZED FOR DAY <i>NOTE: Sub completed progress notes</i>
--------------	------------	-------------	--

Client Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Notes/Reason for Absence	Tot. #

Please add ANY ADDITIONAL CLIENTS to your attendance sheet & ALSO on Pinnacle which you support this month.

Client Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Notes/Reason for Absence	Tot. #

X _____
 Job Coach Signature

TOWARD MAXIMUM INDEPENDENCE, INC.
Employment Solutions – Integrated Work Program
Attendance Sheet: 16-31st

JOB COACH:	MONTH/YEAR:
-------------------	--------------------

Complete a Progress Note for every person supported, each day, without exception. Complete Attendance Sheet accurately ensuring ALL boxes are completed using the key below.

KEY

X = ATTENDED	A = ABSENT	H = HOLIDAY	S = SUBSTITUTE UTILIZED FOR DAY <i>NOTE: Sub completed progress notes</i>
--------------	------------	-------------	--

1 - 15	Client Name	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Notes/Reason for Absence	Tot #

Please add ANY ADDITIONAL CLIENTS to your attendance sheet & ALSO on Pinnacle which you support this month.

1 - 15	Client Name	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Notes/Reason for Absence	Tot #

X _____
 Job Coach Signature