



# MODOC TRIBE OF OKLAHOMA

418 G Street SE  
Miami, Oklahoma 74354  
Education Department

Facility Name		Date
Participant's Name		
Scheduled hours per week	Performance Month	Program

**ATTENDANCE: All actual hours must be recorded daily.** Do not include lunch hours or travel time. Participant must initial daily entries in appropriate block(s).

**CODES:** A=Absent: H= Holiday: W= Weekend/regular day off

Date	Time in	Time out	Time in	Time out	Time in	Time out	Total hours	Initial
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

I certify the record of my hours is correct and true: Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Facility Instructor  
September 1, 2010

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

Students who are enrolled or applying for vocational education funding where the program is longer than three (3) months, but less than two (2) years may be required to submit a "Time and Progress Report". This is a two (2) part form, one (1) part completed by the participant (student) the 2<sup>nd</sup> part by the facility where training is being received. This two part form must be completed monthly and returned to the Educational Department. Funding to participants (students) will be quarterly (if monthly reports have been submitted to the Modoc Tribe). These forms may be copied for monthly usage.

The Time and Progress Report forms will be taken to the facility. The student section of the form must be completed daily and the facility part monthly. At the end of the month, the facility will then mail them to the Modoc Tribe.

This addition to the program has been approved and adopted by the Educational committee on June 4, 2008.

Troy Little Axe

Jack W. Shadwick

June 4, 2008

I \_\_\_\_\_, have read and agree to comply with the requirements of the Life Time Learning Program.  
Print Name

Signature \_\_\_\_\_ Date \_\_\_\_\_

This page, signed, must be returned to the Education Department of the Modoc Tribe of Oklahoma, with the 1<sup>st</sup> months report  
03-08-2011