

Success Prep Life Skills ESD Attendance & Completion Guidelines

Life Skills Attendance for Success Prep:

Success Prep participants must virtually attend a minimum of **four hours per week (eight hours per module)**. Success Prep participants are not required to participate in extended learning.

What are examples of excused absences for Success Prep?

- Emergencies (accidents, medical needs, etc.)
- Illness
- No make-up day available during the week
- Appointments set prior to referral to class that conflict with class time and/or make-up time

What are examples of unexcused absences?

- No call/no show

What happens when the WorkFirst participant isn't maintaining satisfactory progress or fails to participate?

- If the instructor has excused 2 or more absences for a participant, they should contact the case manager to ensure the case manager is informed and to 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 counted as 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 Success Prep Instructor.

What and when are make-up hours?

- Make-up time is not typically available virtually. The instructor may choose to offer virtual monitored make-up activities for LS at their discretion, based on availability.

What is the next step after Success Prep graduation?

- **Students who graduate from the 12-week Success Prep series may complete the Strategies for Success Program 12 hours per week (versus 20 hours per week).** This allows Success Prep graduates to be present for the full 3 hours per day of Strategies for Success classroom time.
- They are not required to do the 2 hours per day of extended learning.

Module completion to obtain certification requires a minimum of 6 hours per module (75% of 8-hour module expectation).

