

Dear Colleagues:

The City University of New York (CUNY) has a long standing agreement with the New York City Human Resources Administration (HRA) to operate the College Opportunity to Prepare for Employment (COPE) program. A key component of that agreement requires that we provide HRA with attendance information for CUNY students who receive public assistance and have made arrangements with HRA for some or all of their college-related activities to offset their 35-hour weekly work requirement. In return, HRA provides these students with carfare and childcare supplements to support their participation in these approved activities. Federal and state regulations require that public assistance recipients' compliance with work requirements and attendance standards be documented, and CUNY's status as a non-attendance-taking institution with respect to Federal financial aid in no way precludes faculty members from taking attendance for this purpose.

The process for collecting classroom attendance involves providing each faculty member with an electronic roster of students to be verified on a bi-weekly schedule. For the first five weeks of the semester, information from each campus's initial registration data via CUNYfirst will be used to provide attendance. Thereafter, requests for attendance verification will be e-mailed to faculty and will include a link to a roster that will allow them to indicate whether each student listed was absent during the marking period. The email will be sent from the Office of Research, Evaluation & Program Support (REPS@CUNY.EDU), and the information provided will be collected centrally and incorporated into a university-wide report that must be transmitted to HRA on a very tight timeframe. A schedule of important dates for Spring 2015 attendance verification activities appears at the end of this memo. The first email will be sent on March 2.

In order for CUNY to provide timely attendance reports to HRA, your participation is essential. Since HRA will not extend CUNY's deadline for providing the report, attendance verification that is not submitted by the deadline will be excluded. Unfortunately, students for whom attendance is missing for even one (1) class will be deemed out of compliance with the work requirement. The implications for them are very serious, and include: disapproval of college participation and assignment to a full-time work activity; loss of carfare and childcare supplements to support college attendance, making it harder for them to attend classes; and, in a worst-case scenario, loss of some or all of their public assistance benefits. The process of appealing and rectifying this situation is time consuming and can lead to missed school days, financial hardship, and severe stress for students who may actually have met the attendance requirements.

By submitting attendance verification on time you will help avoid an undeserved disruption in the daily lives and academic progress of this vulnerable population of students. Thanks so much for your assistance and for all you do for your students and Hunter College.

Marking Period	CUNY uploads rosters and sends an introductory email to faculty	Faculty receive a reminder email to submit rosters	Deadline for faculty to submit rosters	Comments
MP1a	March 2	March 11	March 15	Attendance for January 28-March 1 provided by CUNYfirst course registration records
MP1b	March 19	March 25	March 29	
MP2a	April 1	n/a	April 12	Spring recess April 3-11
MP2b	April 13	April 22	April 26	
MP3a	April 27	May 6	May 10	
MP3b	May 11	May 20	May 24	Semester ends May 24

Sincerely,

Vita C. Rabinowitz
Provost and Vice President for Academic Affairs