



Attendance Practice for Alberta Works Funded Students

Students funded through the Part-Time [Skills Investment Bursary \(SIB\)](#) through Alberta Works must meet [Alberta Human Services' minimum policy requirements for attendance](#). In order to meet attendance requirements in a distance learning environment, Alberta Works funded students are expected to complete and submit coursework on a regular basis in order to indicate attendance.

Vista Virtual School (VVS) students funded through Alberta Works are expected to complete courses within 20 weeks. In order to indicate attendance, work must be submitted in each course each week. Timelines for assignment submission will be provided upon enrollment; students are expected to adhere to their timeline. Medical documentation is required to substantiate missed deadlines.

To keep students informed, VVS will provide a progress report to funded adult students each week to show their work to date in a course.

If a student falls behind in expected submission of their coursework, disciplinary actions will be taken according to the following schedule:

- 20% behind expected course completion - 1st warning
- 30% behind expected course completion - 2nd warning
- 40% behind expected course completion - Expulsion from course and SIB program.

If a student is withdrawn from a course due to lack of progress, they will be required to re-apply to Alberta Works for re-enrollment.

To help mitigate risk of students being withdrawn from courses, all funded adult students will be advised of and must agree to the Attendance Policy for Funded Adult Students prior to being accepted to a VVS course.

Reference

[Alberta Works Attendance Policy Requirements](#)

[Alberta Works Part-Time Training \(Skills Investment Bureau\)](#)