STUDENT NAME: _______________________________ STUDENT ID: __________________

Title of Course/ Course # __________________________/____________________________________

Note to the Instructor: Verification of this student’s attendance in your class is required to be in accordance with Federal Regulations. Verification may be by means of a class roll, an assignment, a test, or your memory of the student’s attendance. Please indicate the latest date they engaged in any academic-related activity in the course by completing the area below:

Please respond with the latest of:
1. Date the student attended your course:______________________
2. Date the student turned in coursework for the course:______________________
3. Date the student participated in an activity related to the course:______________________

Did not Attend □
Instructor's Name:__________________________________ Title: _________________________ Phone #:________
Instructor's Signature: _____________________________ Date: __________

Title of Course/ Course # __________________________/____________________________________

Note to the Instructor: Verification of this student’s attendance in your class is required to be in accordance with Federal Regulations. Verification may be by means of a class roll, an assignment, a test, or your memory of the student’s attendance. Please indicate the latest date they engaged in any academic-related activity in the course by completing the area below:

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Did not Attend □
Instructor's Name:__________________________________ Title: _________________________ Phone #:________
Instructor's Signature: _____________________________ Date: __________

If you have more than two classes that require documentation, please print and complete multiple forms.

Deadline for Submission is January 8th, 2016