FALL 2018 DLDA Statement of Class Attendance Form

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 8, 2019

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