

# Class Attendance Verification

Please complete one form for each course you are teaching during Spring Semester 2019. Return the form(s) to the Records Office by February 1, 2019.

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Course Title	Course #, Section	Day
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Instructor Name: (Please Print) \_\_\_\_\_

- Listed below are students whose name **APPEAR** on my final class list but have not attended:

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(These students must file a withdrawal slip or they will receive a grade of "F". You may file a withdrawal form in Records Office, or submit a Student Alert Notice.)

- Listed below are students whose names **ARE NOT** on my final class list but are **ATTENDING**.

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(These students must stop attending class unless they are presently appealing to the Students Appeals Committee to add the class late.)

- **OR, MY CLASS LIST IS ACCURATE AS PRESENTED:** \_\_\_\_\_  
(Initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_