

Class Attendance Verification

Please complete one form for each course you are teaching during Fall Semester 2018. Return the form(s) to the Records Office by September 7, 2018.

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:

(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**.

(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: _____