

Attendance Verification Form

Before you can receive your financial aid check, our office must verify that you are attending your classes. All of your instructors must sign and date this form. Bring this form, and photo ID, with you when you come to claim your check. **Instructor signatures are only valid for 5 working days.**

Name _____ Social Security Number _____

	<u>Student Use Only</u>			<u>Instructor Use Only</u>	
Course #	Class Title	# Credits	**	Instructor Signature <small>(not valid if signed before the first class session)</small>	Date
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____
Total Credits					

FA Staff Initials _____

Attention Instructors:

- Your signature for a class certifies that:
- The class has met at least once and
 - The student is currently attending the class

Attention Students:

- If one or more of your classes are not scheduled to meet until after the 3rd class day of the quarter, obtain instructor signatures and dates for all of your other classes, bring this form to the Financial Aid Office, and notify staff of your situation so they can assist you in receiving your check.
- *Instructor signatures are only valid for 5 business days. If you need to obtain a new signature for one or more of the classes listed above, use the space below.*

	<u>Student Use Only</u>			<u>Instructor Use Only</u>	
Course #	Class Title	# Credits	**	Instructor Signature <small>(not valid if signed before the first class session)</small>	Date
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____
_____	_____	_____	**	_____	_____