



Certification of Attendance Form

Student's Name

81

Student's ID

For Course/Semester (example: BIOL 1101, Spring 2017)

Dear Instructor:

For the purpose of confirming the eligibility of the above-named student for federal financial aid, the Office of Student Financial Aid is required by the U.S. Department of Education to document the student's last date of attendance or participation in an academically-related activity in this course.

Examples of academically-related activities are class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic conferences, completing an academic assignment, paper, or project, and attending a study group required by the institution.

PLEASE COMPLETE THE FOLLOWING

According to my records, the student's last date of class attendance or participation in an academically-related activity for this course was _____ (month/day/year).

If you have no documentation the student attended or participated in your class, please write "N/A" in the blank above.

Signature of Instructor or Department Official

Date

Name of Instructor or Department Official (printed)

Department

Telephone Number