

ATTENDANCE VERIFICATION-- _____ Quarter 2007-2008

Name of Instructor(print)_____ Department_____ Phone_____

Signature_____ Date_____ E-mail Address_____

As you complete your grade sheets for the quarter, please enter the Social Security Number and other identifying data for those students who received an “F”, “W”, “I” or “I” plus grade for courses taken during the quarter. If the student never attended, even for one class or test, simply check the box. If the student ceased attending prior to the end of the enrollment period, even if they officially withdrew, please indicate the last date that you can determine the student was in class. If the student attended, even sporadically, to the end of the enrollment period, simply check the box “attended until end of quarter”. See reverse of sheet for additional space for entries.

If you have a simpler method to get us the data requested above without filling out this form, you may use it in lieu of this form. The data on the form is the minimum needed. We will accept e-mail attachments of electronic rosters, duplicated and annotated grade sheets, or other innovative method you choose to use to provide the essential information. Return to Financial Aid Room 240 Keeny Hall at the same time as you turn in your grades. You may e-mail your data to aimee@lfa.latech.edu no later than the due date for grades.

Social Security Number	Last Name	First Name	Course & Sectio	F-W-I (enter grade)	Never Attended (check)	Last Date Attended (date)	Attended Until End of Qtr or session (check)

