ATTENDANCE VERIFICATION-- _____ Quarter 2008-2009

Instructor(print)_____Department_____Phone_____

Signature_____ Date_____ E-mail Address_____

As you complete your grade sheets for the quarter, please enter the Campus-Wide ID and other identifying data for those students who received an "F", "W", "NC", "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 corresponding 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 qtr or session". 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, if it provides the information needed.** We cannot interpret your attendance charts. Return to Financial Aid Keeny Hall Room 240 at the same time you turn in your grade sheets. You may e-mail your completed information to joshuac@ltfa.latech.edu no later than the due date for grades.

Campus-Wide Identification Number	Last Name	First Name	Course & Section	F-W-I or NC (enter grade)	Never attended (check)	Last date attended (date)	Attended until end of qtr or session (check)

Campus-Wide Identification Number	Last Name	First Name	Course & Section	F-W-I or NC (enter grade)	Never attended (check)	Last date attended (date)	Attended until end of qtr or session (check)