

ATTENDANCE VERIFICATION CORRECTION FORM

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|--|
| ACADEMIC YEAR _____ <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER |
|--|

Student: _____ Student #: _____
LAST FIRST

COURSE _____ SECTION _____ TIME _____ A.M. P.M.
(A FORM MUST BE COMPLETED FOR EACH COURSE.)

The student listed above was **incorrectly** reported as a:

NO SHOW – the student has been in attendance since: _____ and is currently attending.
MONTH DATE YEAR

ATTENDING STUDENT – the student was in fact a **NO SHOW** and has never attended.

Please give brief explanation: (required)

(PLEASE PRINT)

Instructor's Name _____

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|--|
| FOR RECORDS USE ONLY DATE RECEIVED _____ PROCESSED BY _____ |
|--|

Instructor's Signature _____

Department _____

Date _____

Revised 04/2008

STUDENT SERVICES