

SUMMER 2008

Signatures must be obtained AFTER June 9, 2008

RETURN TO ADM 1115 BY: June 17 (to be processed for the first scheduled disbursement)

ALL FILES MUST BE COMPLETE PRIOR TO DISBURSEMENT

**ST. CHARLES COMMUNITY COLLEGE
ATTENDANCE VERIFICATION FORM**

Student's Name: _____ **Student's SSN:** _____ - _____ - _____ **OR ID #** _____

Attention Instructor: Federal regulations require that we verify a student's attendance in class prior to disbursing his/her Scholarship, PELL, Loan, etc. By signing this form you are attesting to the fact that the student has or has not been attending class. It is critical to the process that this information is accurate.

Course title, number, and section (EXAMPLE: ENG-101-20)	Has the student attended your class at least once? If no, please sign and date.		Is the student attending on a regular basis? If no, give last date attended.		Instructor's signature	Date
	Y	N	Y	N		

Students in late start classes will need to provide an additional attendance verification form 2 weeks after the start of each of those classes. Acceptable documentation for telecourse & internet course verification will be a copy of an email from the instructor of the course(s) verifying your participation. The email should include your name, the course and the instructor's name. Attach the email to this form.