



## *Instructor Verification of Student Attendance*

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Quarter: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dear Instructor:

The Financial Aid Office has been notified that the student listed above has withdrawn from or received a failing (F, NP, or W) grade in your course at De Anza College. In order to comply with Federal Regulations, we need your assistance in determining the date this student last attended your class. Please complete the items below and return this form to the Financial Aid Office.

### **TO BE COMPLETED BY INSTRUCTOR ONLY**

Course Name, Number, and CRN \_\_\_\_\_

- The student completed this course and earned an "F" or "NP" grade.
- The student completed this course and earned a "W" grade.
- The student attended at least one (1) class meeting, but the date of withdrawal is unknown.
- The student stopped attending this course on (date)\_\_\_\_\_.
- The student never attended this course.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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