

SPRING 2009

Signatures must be obtained AFTER February 3, 2009

RETURN TO ADM 1115 BY: February 10 (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		

Student loan recipients who have a disbursement date scheduled later than February 6, will need to wait until the date of their disbursement to obtain verification of attendance. (for example: if your disbursement date is March 15, you attendance form should not be signed prior to March 15). If you are receiving 2 loan disbursements, you will need to complete a form for each disbursement.

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.