ATTND

Coconino Community College
OFFICE OF STUDENT FINANCIAL AID

ATTENDANCE VERIFICATION

(2018-2019 Academic Year)

2800 S Lone Tree Rd • Flagstaff, AZ 86005-2701 • PH: 928-226-4219 • FAX: 928-226-4110 • finaid@coconino.edu

@			
CCC ID#	**Last Name**	**First Name**	**MI**
Mailing Address		**City**	**ST** **Zip Code**
- -			
Telephone No. (include area code)	**Email Address**		

Student Instructions: *In order to receive financial aid you must be attending your in-person classes and participating in your web courses as per CCC procedure* http://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/303-02.pdf*. You have received this form because we have learned that you are not attending at least one of your classes or that you have poor attendance. You are required to bring this form or email all of your instructors in order to confirm that you are attending your classes. If you are not attending a class that you are registered for, drop the course on Web4 or in person with the Office of Registration and Enrollment Services. Your financial aid will not be disbursed until you have completed this form.*

Instructor Instructions: *Please fill out your section of the table below with this student's attendance status. If you are an on-line instructor, or prefer to respond by email, please email us at finaid@coconino.edu. This form is purely for financial aid purposes. Please be sure to report enrollment through WEB4 as you normally do.*

STUDENT COMPLETES THIS: / INSTRUCTORS COMPLETE THIS:

COURSE #	CRN	*Instructor Name*	*Instructor Signature*	*Attendance Status**	*Date Signed*
(example) BUS 101	*(example)*12468	*(example)* Dr.Dillon Landon	Dr. Dillon Landon	2	1/19/18

STUDENT SIGNS THIS SECTION:

I certify that the information provided on this form is complete and accurate to the best of my knowledge. I understand that submission of false information may result in a delay or denial of federal financial aid and may subject me to criminal charges. I understand that purposely giving false or misleading information may result in a fine of up to $20,000, being sent to prison, or both.

Student Signature _____ Date _____

**Attendance Status:*
1. *Excellent: Student has attended all my classes and will not be dropped from my class at this time.*
2. *Ok: Student has attended most classes, but not all. Student is at slight risk of being dropped in the future.*
3. *Poor: Student is at risk of being dropped from my class at this time due to poor attendance.*
4. *Not Sure: Student has not attended my class, but I am not ready to drop the student yet.*
5. *Drop: Student has not attended my class and will be dropped for non-attendance.*
6. *Drop: I don't know this student or this student is not on my roster.*
7. *Other: Please email finaid@coconino.edu*