



OFFICE OF STUDENT FINANCIAL AID

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ATTENDANCE VERIFICATION

(2021-2022 Academic Year)



Scan the code on your phone and follow instructions to upload this document to CCC.

CCC ID#	Last Name	First Name	MI
Mailing Address		City	ST Zip Code
Phone # (include area code)		CCC Student Email Address @students.coconino.edu	

The Office of Student Financial Aid is required to determine if the above student ever attended classes per procedure <http://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/303-02.pdf>.

Attendance in an in-person or hybrid class:

Physical presence of a student in the classroom where there is an opportunity for direct interaction between the instructor and student.



Attendance in an online class:

Student engaging in academically related activity such as: taking a quiz, test or assessment; submitting an assignment; contributing in a discussion; emailing the instructor regarding course-specific academically related content. The following are not considered attendance in an online class: logging into the course to look at its contents; emailing the instructor regarding matters that do not pertain to specific course content (such as student is sick, unable to attend, can't log in, can't get the book, etc.).

Course #: _____ **CRN:** _____ **Instructor:** _____

Yes, this student attended my class at least once
 No, this student never attended my class (not even once) and should be no-showed (NS)
 Unsure. I do not know who this student is or have no records of if they ever attended my class



Comments (optional) _____

Instructor's signature  _____
Draw your signature with a mouse, touchscreen or pen. Do not type. 

Course #: _____ **CRN:** _____ **Instructor:** _____

Yes, this student attended my class at least once
 No, this student never attended my class (not even once) and should be no-showed (NS)
 Unsure. I do not know who this student is or have no records of if they ever attended my class

Comments (optional) _____

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