



OFFICE OF STUDENT FINANCIAL AID  
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## ATTENDANCE VERIFICATION (2023-2024 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
		@students.coconino.edu	
Phone # (include area code)	CCC Student Email Address		

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

Attendance in an in-person or hybrid class:

The physical presence of a student in the classroom when there is an opportunity for direct interaction between the instructor and student.

Attendance in an online class:

Students engaging in an academically related activity such as taking a quiz, test, or assessment, submitting an assignment, contributing to a discussion; or 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 the 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  
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Comments (optional) \_\_\_\_\_

\_\_\_\_\_  
 Instructor's signature \_\_\_\_\_

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ATTND