



Attendance Verification

Please fax completed form to: (480) 643-1040

Today's Date: ____/____/____

Class Date: ____/____/____

Group: _____ Course: _____/_____

Print Student Name: _____

Student Signature: _____ Date: _____

Student IRN: _____

Print Instructor Name: _____

Instructor Signature: _____ Date: _____

Comments: _____

This form must be returned to student services as soon as possible to receive credit for attending class. If the student fails to get the instructor's signature, the processing of the attendance verification will be held until verification from the instructor is obtained. It is the student's responsibility for verifying attendance if he or she fails to sign the roster or arrives to class after the roster has been turned in to the office. **Only with both the student's and instructor's signatures will any change be made to the student's attendance.** This form will be attached to the official attendance roster and will serve as verification of attendance for any student in attendance that did not sign the roster.

For Official Use Only:

Received by: _____ Date: _____

Corrected by: _____ Date: _____