



Attendance Verification Form

The Financial Aid Office is required to verify your class attendance in order for you to receive your financial aid balance check. Federal regulations **require you to attend all classes** for which your financial aid award has been based on before funds can be released.

Please take this form to **ONE** of your instructors for a signature to confirm your class attendance. Even though this form only requires one signature you are still required to attend all of your classes.

Correspondence classes: Either the instructor or the Phoenix Center can sign this attendance form confirming attendance in the class.

Internet classes: If you are taking only online classes please contact the Financial Aid Office at (360) 736-9391, extension 234.

Student

Return this completed form to the Financial Aid Office in order to pick up the voucher for your balance check. Be aware that this attendance verification form is valid for only **five (5)** days from the date of the instructor's signature.

Student Name: _____

SID: _____ SSN: _____

Instructor

Please note that your signature certifies that the above named student has attended a minimum of at least one full class session as of the date you sign this form.

Course ID	Credit #	Instructor's Signature	Date Signed