



Attendance Verification Online Courses

Any student taking online course(s) must verify their attendance/participation by providing the following two documents:

1. An online course work log printed directly from the online course site. Log must include student name, course name, date, time and documentation that course work was completed during the 11-day window between Sept. 26 and Oct. 10. If all info is not included the log will not be accepted as proof of attendance. A grade report is not sufficient.
2. Proof of residency (this completed form).

Student Name: _____

Student Email: _____ Phone: _____

School Year: 2018-19 Semester: _____

Circle One: PPCC UCCS CSUP Other _____

Student, please complete and return this form and your online course work log to the CSEC Registrar's office by **October 10.**

Pursuant to 1CCR301-71, Rules for the Administration, Certification and Oversight of Colorado Online Programs, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon initial enrollment and annually thereafter. Reasonable evidence of residency within the State of Colorado boundaries can be established by a written statement of residency from the student's parent/guardian pursuant to Section 8.06.4.

I, _____, do hereby swear and affirm, under penalty of perjury, that I and my child (listed above) are and continue to be residents of the State of Colorado.

Parent/Guardian Signature _____ Date _____

Parent/Guardian full name and address: (No P.O. boxes)

Important Instructions:

- This form is **ONLY** for online courses.
- Keep a copy of this completed form for your records.
- Please take this **original** form, along with your coursework log, to the CSEC Registrar's office.
- Do not turn your form in to any other CSEC department.
- Copies, scanned documents and faxes cannot be accepted.
- Failure to complete and submit this form can result in tuition for payment of college courses.