



**Attendance Verification for
Select (Off-Campus) Courses**

**DEADLINE: Return this form
to the CSEC Registrar's office
by November 1.**

4405 North Chestnut, Suite D
Colorado Springs, CO 80907
Office: 719-955-4675, ext. 415
Fax: 719-260-1253

jessica.davis@coloradoearlycolleges.org

Student Name _____

Student Email _____ Phone _____

School Year 2018-19 College/University: _____

Important Instructions:

- Students taking online courses must use the Online Attendance Verification form.
- Attendance Verifications do NOT need to be filled out for Bridge (on-campus) college courses.
- Complete this form completely BEFORE you ask your professor to sign it.
- Keep a copy of this completed form for your records.
- Please take this **original** form to the CSEC Registrar's office.
- Copies, scanned or faxed documents cannot be accepted.
- Do not turn your form in to any other CSEC department.
- Failure to complete and submit this form can result in tuition for payment of college courses.

Course Number & Name	First day of Attendance in Course	Dates of Attendance <i>Circle only the dates student was in class.</i>		Professor Printed Name & Signature
		September	October	The student listed above was in attendance in my course on the circled dates below.
Example: ENG121 English Comp I (please print)		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	