



Student Name:		Student ID:	
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DOCUMENTATION OF CLASS ATTENDANCE

Complete this form if:

- You received/will receive a W, X, NC, or F grade from at least one class in a term, AND
- You earned/will earn passing credit in at least one class this term, AND
- You receive the Federal Pell Grant

OR

- You received a W, X, NC, or F grade in ALL of your classes in a term, AND
- You receive *any* type of Federal Student Aid

If you are completing this form prior to the end of the term for a class you intend to withdraw from, make sure you officially withdraw from the course with the Registrar's Office.

I participated in Concurrent Enrollment for the term in which I received a W, X, NC, or F grade

NOTE: The student must have a completed form for each class that was dropped (earn no grade) or received a grade of F, X, NC or W and returned to the WOU Financial Aid Office.

TO BE COMPLETED BY STUDENT:

Term & Year (e.g. fall 2016):

Course Prefix & Number (e.g. PE 131):

Course Reference Number (CRN):

Name of faculty member:

TO BE COMPLETED BY FACULTY/INSTRUCTOR ONLY: Please provide the date of the student's last academically-related activity in your class. *Academically-related activities* include, but aren't limited to: physically attending class, submitting an assignment, taking a quiz or exam, or initiating contact with you to discuss course-related subjects. Academically-related activities **do not** include: logging into an online class without active participation or participating in academic advising.

Last date of participation in academically-related activity: _____

Faculty/Instructor Signature: _____ Date: _____

Electronic signatures will NOT be accepted

Faculty email address: _____ Phone Number: _____

RETURN THIS FORM TO THE WOU FINANCIAL AID OFFICE BY THE DEADLINE THAT CORRESPONDS TO THE TERM IN WHICH YOU ARE PROVING PARTICIPATION:

Fall Term 2016: Friday, Dec 23, 2016

Winter Term 2017: Friday, April 7, 2017

Spring Term 2017: Friday, June 30, 2017

Summer Term 2017: Friday, Sept 22, 2017

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

WOU Financial Aid Office