



2200 BONFORTE BOULEVARD
STUDENT FINANCIAL SERVICES
SFS@CSUPUEBLO.EDU

PUEBLO, COLORADO 81001-4901
PHONE 719-549-2753
FAX 719-549-2088

Verification of Attendance 2019-2020

Student Name:

PID#:

Colorado State University-Pueblo does not require that professors take attendance; however, the U.S. Department of Education requires (34 CFR 668.22) Financial Aid to determine if a student who receives financial aid and does not earn a passing grade in a course has actually attended and/or completed the course. In addition, for students who officially withdraw, we are required to document that they also began attending the course(s) they withdrew from in order to determine the type and amount of financial aid they may be eligible to retain.

Student Attendance Verification

Please indicate for the semester and course, the statement that best documents this student's attendance record.

Semester (circle one): Fall 2019 Spring 2020 Summer 2020

Course: _____

- Attended course until term completed
- Attended course until (date) _____
- Attended course but last date unknown
Date of last academically related activity*(date) _____
- Student never attended

*Examples of academically related activities are: taking an examination or quiz, tutorials, computer-assisted instruction, completing an academic assignment, paper, or project, or attending a study group required by the University where attendance is taken.

Professor Attendance Certification

I certify that the above information verifies the attendance for the referenced student to the best of my knowledge.

Professor Name (please print)

Day Phone

Professor Email Address

Professor Signature

Date

Complete this form and mail, email or fax it to the Student Financial Services office. **Student Financial Services cannot accept forms submitted by the student.**