

ATTENDANCE VERIFICATION FORM MID TERM FALL 2013

☐ My MarywoodYou Portal/WebAdvisor Class Roster is correct. All students on my Webadvisor class roster have reported for class and continue to attend. I have no unregistered students attending my class.

OR

The following students on my Webadvisor class roster are “no shows” and have never appeared for class:

Course	Student Name
_____	_____
_____	_____
_____	_____
_____	_____

The following students have discontinued attendance in class (stopped coming):

Course	Student Name	Last Date of Attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following students are attending class but do not appear on my WebAdvisor roster:

Course	Student Name
_____	_____
_____	_____
_____	_____

The mid-term attendance verification serves as a last opportunity to verify that no unregistered students have continued to attend class. In addition, it allows us to again track the discontinuation of attendance by students so that we are able to comply with federal regulation. Please verify the accuracy of your rosters and report any students who have discontinued attendance along with the last date on which they appeared. Undergraduate faculty who record deficiency grades will also have the opportunity to report this information via the MarywoodYou Portal.

Return the Attendance Verification Form as soon as possible but definitely by **October 16, 2013**, to LAC 92, Registrar's Office/Academic Records. The signed form may be returned in person, by fax to 570-961-4758, or scanned and emailed to registrar@maryu.marywood.edu

NAME (Please Print)

DATE

FACULTY SIGNATURE