

### COMMUNITY EDUCATION, LIFELONG LEARNING, AND INTERNATIONAL EDUCATION

Kentfield Campus: Student Services Building, Room 145 • Indian Valley Campus: Building 7, Room 194 415.485.9305 • info@marincommunityed.com • marincommunityed.com

## **Attendance Verification Form**

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\*\* All students needing attendance verification must notify the Community Education Office upon registration. \*\*

Students (Au pairs and others needing attendance verification)		Instructors	
Call or stop by the Commattendance verification.     Let your instructor know a Bring your form to every a Fill out the date and	number of hours you attended the class ass session, give your attendance for required to keep attendance records <b>time. 2.</b> Attendance is required to re le, if your class meets for 3 hours, but hour of attendance. <b>3.</b> You are respose let the Community Education Office ity Education Office and instructors and to replace signatures or sign-off on tubmit your own form to the agency, of	d attendance verification.  ds.  n to your instructor to sign. , and are not required ceive a signature for the you only attend 1 hour, you nsible for your own form. and your instructor know re not responsible for lost otal hours of attendance.	Check to make sure the number of hours listed by your student is correct. Sign the form at the end of each class period to verify student's attendance. Only sign-off on <b>actual</b> hours student attended.
ame of Course:			
ourse Number:			
ame of Instructor:			
Date of Class	Number of Hours Attended (Please round to the nearest quarter hour)	Instructor Signature	
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# Are you an au pair? Please read this important information before signing up for Community Education courses.

The U.S. Department of State requires that all au pairs must complete 6 academic credits or 60 hours of non-credit coursework during their program year in the United States. In order for the Community Education Office at College of Marin to continue to help au pairs work toward this goal, we have developed a new system for tracking attendance hours. In order to ensure proper attendance verification, au pairs must use this Community Education Attendance Verification Form and let the Community Education Office know at the time of registration if they wish to have their attendance verified.

## **More Options!**

College of Marin offers many wonderful learning opportunities including a variety of courses for credit, English classes, and the Institutional TOEFL exam. Please see the International Office in the Student Services Building, room 148, for more information on class options!