

**Total number of hours attended:** 

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

Kentfield Campus: Student Services Building • Indian Valley Campus: Building 27 415.485.9305 • info@marincommunityed.com • MarinCommunityEd.com

# **Attendance Verification Form**

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<ul> <li>Pick up a form from the Community Education Office or download from MarinCommunityEd.com</li> <li>Let your instructor know at the first course session that you need attendance verification.</li> <li>Bring your form to every class meeting and:  1. Fill out the date of attendance and number of hours you attended the class.  2. At the end of each class meeting, give your attendance form to your instructor to sign.</li> <li>Note for students:</li> <li>Instructors are not required to keep attendance records.</li> <li>Attendance is required to receive a signature for the hours attended. For example, if your class meets for 3 hours, but you only attend 1 hour, you will only receive credit for 1 hour of attendance.</li> <li>If you lose your form, please let the Community Education Office and your instructor know immediately.</li> </ul>	Pick up a form from the Let your instructor known and the Let your instructor known are not required. At the end of each and the Let you have a linear and the linear and the let you have a linear and the let you hav	row at the first courtery class meeting attendance and nu class meeting, given a class meeting, given attend to keep attend 1 hour, you applease let the Compaction Office and in the or sign-off on total are submit your form	se session than and: I and: I mber of hours we your attend I mdance record I ature for the house will only recein a munity Educates tructors are related to the agency	ts you need attendance verification.  It you need attendance verification.  It your attended the class.  It does nours attended. For example, if your class meets for invected it for 1 hour of attendance.  It attended to the class meets for invected it for 1 hour of attendance.  It is a transported in the class meets for invected in the class meets	<ul> <li>2. Sign the form at the end of each class period to verify the student's attendance.</li> <li>3. Only sign-off on the actual number of hours attended by the student and not the printed</li> </ul>
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Au pairs, please see the back of this form.







#### Are you an au pair? Please read this important information before signing up for Community Education courses.

The number of class hours required for au pair program completion are determined by an au pair's individual agency and the U.S. Department of State. As Community Education instructors are not required to track attendance, the Community Education Office has developed a form to help students and instructors work together to track students' hours. Au pairs must use the Community Education Attendance Verification Form if they wish to have their attendance verified. Au pairs should always check with their agency to confirm that their courses meet the requirements of their program. This form may also be used by other students who may need to verify their hours of attendance in Community Education classes.

## **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 for more information on class options!

#### **International Education Office**

Email: international@marin.edu Phone: (415) 457-8811 ext. 7740

Location: Student Services Building, Room SS 234, Kentfield Campus