

# Attendance Verification Form

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

Students (Au pairs and others needing attendance verification)	Instructors
<p><b>How to use this form:</b></p> <ul style="list-style-type: none"> <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 <b>every class meeting</b> and:               <ol style="list-style-type: none"> <li>1. Fill out the date of attendance and number of hours you attended the class.</li> <li>2. At the end of <b>each class meeting</b>, give your attendance form to your instructor to sign.</li> </ol> </li> </ul> <p><b>Note for students:</b></p> <ul style="list-style-type: none"> <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. The Community Education Office and instructors are not responsible for lost forms and are not obligated to replace signatures or sign-off on total hours of attendance.</li> <li>• You are responsible to submit your form to the agency requiring your attendance verification.</li> </ul>	<p><b>Note for Instructors:</b></p> <ol style="list-style-type: none"> <li>1. Check to make sure the number of hours listed by your student is correct.</li> <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 <b>actual</b> number of hours attended by the student, and not the printed hours of the class.</li> </ol>

**Student name:** \_\_\_\_\_

**Name of course:** \_\_\_\_\_

**Course number:** \_\_\_\_\_

**Name of Instructor:** \_\_\_\_\_

Date of attendance	Number of hours attended <small>(Please round to the nearest quarter hour)</small>	Instructor signature

**Total number of hours attended: 0\_.\_0\_0\_**

**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](mailto:international@marin.edu)

Phone: (415) 457-8811 ext. 7740

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