



**Yuba Community College District  
Financial Aid Offices**

**Yuba College**  
2088 North Beale Road  
Marysville, CA 95901  
530-741-7999

**Woodland Community College**  
2300 East Gibson Road  
Woodland, CA 95776  
530-661-5725

**Lake County Campus**  
15880 Dam Road Extension  
Clearlake, CA 95422  
707-995-7923

**2019-2020 INSTRUCTOR CERTIFICATION OF ATTENDANCE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Student ID

Term: ☐ Fall 2019   ☐ Spring 2020   ☐ Summer 2020

Dear Instructor,

The Financial Aid Office has been notified that the student listed above has withdrawn from or received a failing (F, NC, W) grade in your course. In order to comply with Federal regulations, we need your assistance in determining the date this student last attended your class. Please complete the items below and return this form to the Financial Aid Office as soon as possible.

If you have any questions or need additional information, please contact the Financial Aid Office.

**TO BE COMPLETED BY INSTRUCTOR ONLY**

Course Name and Number \_\_\_\_\_

Check the item that applies to the student:

- ☐ The student completed this course and earned an "F" or "NC" grade.
- ☐ The student attended at least one class meeting, but the date of withdrawal is unknown.
- ☐ The student stopped attending this class/course on \_\_\_\_\_.  
(Date last attended)
- ☐ The student never attended this course.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Name (Print or Type)

\_\_\_\_\_  
Instructor's E-mail

\_\_\_\_\_  
Contact Phone Number