



**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

2020-2021 INSTRUCTOR CERTIFICATION OF ATTENDANCE

Date

Last Name First

Student ID

Term: Fall 2020 Spring 2021 Summer 2021

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The Financial Aid Office has been notified that the student listed above has withdrawn from or received a failing (F, NC, W) grade in your course.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