

This form is used by students who need an official letter from Continuing Education; please follow the instruction below:

Student: It is your responsibility to attend the class and make sure the form is initialed by you and your instructor every class. Upon the completion of the course, please bring the completed form to our North Campus.

The turnaround time to generate a letter of verification is five business days, please plan ahead.

Instructor: Please initial weekly to confirm student's attendance in the class, and sign off on the bottom at the conclusion of the course. If you have any additional comment regarding student's attendance please use the additional comment section.

CLASS NAME and 4 DIGIT SKU:			
INSTRUCTOR NAME: <i>Please Print</i>			
STUDENT NAME: <i>Please Print</i>			
Student Phone# ()		Student Mailing Address:	
Email Address: _____			
Week	Date (dd/mm/year)	Instructor Initials	Student Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
I certify that the student has completed this class.			
Instructor's signature			Date
Additional Comment by Instructor:			