



**MANCHESTER
COMMUNITY
COLLEGE**

Verification of Attendance

Unofficial Withdrawals

The student below was reported by his/her Professor(s) as not attending in one or more of their courses. In order to avoid institutional liability, we request that you verify that the student below is enrolled, attending classes, and making satisfactory progress to date before his/her Federal Financial Aid is disbursed. Please complete the information below and have the student return it to the Financial Aid Office.

I certify that the following student is currently attending my class and making satisfactory academic progress to date.

Student Name: _____

Banner ID #: _____

| <u>Course Subject/#</u> | <u>Semester/Year</u> | <u>Faculty Signature</u> | <u>Date</u> |
|-------------------------|----------------------|--------------------------|-------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |