



Office of Enrollment Management

CLASS ATTENDANCE VERIFICATION FORM
OFFICIAL RESIGNATION

Student's Name: _____ LSU ID: 89 - _____ - _____ Semester: _____

A federal aid recipient who officially resigns in a given semester is subject to LSU's federal aid refund policy. A Return to Title IV calculation may be required based on federal regulation. Prior to subjecting the student to the R2T4 calculation, the student must first establish eligibility for the aid disbursed. This is completed by obtaining certification of the student's attendance in each course that make up his enrollment status for the semester in which he is resigning. Please have your instructors complete the information below for their respective course(s) so we may re-evaluate your aid eligibility. Once complete, this form is to be returned to the Office of Enrollment Management in the Main Lobby of Pleasant Hall.

NOTES: The student is responsible for obtaining the required information on the Class Attendance Form and returning it to our office. If multiple forms are distributed to instructors for completion, they should be returned to the student for submission to our office as a complete packet.

Forgery of any instructor's signature below will result in the student being reported to Academic Affairs for possible disciplinary action.

Table with 6 columns: Course Name, Course Number, Credit Hours, Did the student attend this course at least once? (You may use records verifying attendance, participation, exam, or quiz to certify.), Instructor's Name (printed), Instructor's Signature. Rows 1-7.