



Office of Enrollment Management

**CLASS ATTENDANCE VERIFICATION FORM
OFFICIAL RESIGNATION**

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

A federal aid recipient who officially resigns for a semester is subject to LSU's federal aid refund policy. A Return of Title IV calculation may be required based on federal regulations based on the resignation date and whether the student is able to establish eligibility for the aid disbursed by obtaining certification of attendance in each course that make up his/her enrollment status for the semester in which he/she is resigning. Please have your instructors complete the information below for their respective course(s) so we may re-evaluate your aid eligibility. Electronic signatures cannot be accepted. **Once complete, this form is to be returned to the Office of Enrollment Management in the Main Lobby of Pleasant Hall.**

NOTE: The student is responsible for obtaining the required information on the Class Attendance Form and returning it to our office by the given deadline. Aid will not be reinstated if this form is submitted after the deadline.

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

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 and Date Signed
1.			☐ Yes ☐ No		
2.			☐ Yes ☐ No		
3.			☐ Yes ☐ No		
4.			☐ Yes ☐ No		
5.			☐ Yes ☐ No		
6.			☐ Yes ☐ No		
7.			☐ Yes ☐ No		