

Please complete form in blue or black ink. Incomplete forms will not be accepted.

Student Name	ID #
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This student is required to provide proof of **REGULAR** attendance in their classes

Fall
 Spring
 Summer Semester of the _____ Academic Year.
(CHECK ONE)

Attention faculty member: For federal financial aid purposes, please verify that this student is regularly attending your class. If the student stops attending the class but fails to drop the class, please be sure to note the last day of a classroom-related activity to the final grade you assign.

If you have any questions regarding this form, please do not hesitate to contact the Financial Aid Office Director.

Subject Name/Course Number	Professor Name	Professor Signature	Date
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) _____	_____	_____	_____
(6) _____	_____	_____	_____

Student: Once you have attended all of your classes on a regular basis and all of your instructors have verified your attendance by signing this form, please submit the form to the Financial Aid Office.
 If your financial aid was held due to an attendance issue (prior record of non-completion or for classes added after census) you must submit a completed form before the mid-point of the semester to be considered for aid. If you have a payment due prior to the release of these funds, you are responsible for the payment or signing a deferment contract with the Business Office to avoid de-registration or fees. Submission of this form does not guarantee financial aid for the semester.

Student Signature: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE

Proof of Attendance for _____ has been confirmed for all classes. Date received: _____

Release of Hold completed on _____ by _____.

Internal use ONLY Reviewed: _____ Scanned: _____

<p>RETURN FORMS TO: Lake Superior State University Financial Aid Office 650 West Easterday Avenue Sault Ste. Marie, MI 49783-1699 Phone: 906-635-2678 Fax: 906-635-6669 Email: finaid@lssu.edu</p>
