



Financial Aid Office • 2277 Napa-Vallejo Highway, Napa, CA 94558
Ph (707) 256-7301 • Toll Free (800) 826-1077

INSTRUCTOR CERTIFICATION OF ATTENDANCE

Student Full Name: _____ Student ID#: _____

Semester: _____ Date: _____

Dear Instructor:

The Financial Aid Office has been notified that the student listed above has withdrawn from or received a failing (F, FW, NC, or W) grade on your course at Napa Valley College. To comply with Federal regulations, we need your assistance in determining the date this student last attended your class. Please complete and return this form to the director of financial aid as soon as possible.

**If you have any questions concerning this matter, please call Mai Vo at 707-256-7302.

TO BE COMPLETED BY INSTRUCTOR ONLY

Course Name and Number _____

- ☐ The student completed this course and earned an "F" or "NC" grade.
 - ☐ The student attended at least one class meeting, but the date of withdrawal is unknown.
 - ☐ The student stopped attending this course on _____
 - ☐ The student never attended this course.
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Printed Instructors Name _____

Instructor Signature

Date Signed

RETURN COMPLETED FORM TO:

Mai Vo
Director, Financial Aid
Napa Valley College Financial Aid Office
2277 Napa-Vallejo Hwy.
Napa, CA 94558