

FINANCIAL AID AND SCHOLARSHIPS  
UNIVERSITY of CALIFORNIA • IRVINE

**VERIFICATION OF ATTENDANCE**

**Form must be uploaded to: [uci.studentforms.com](https://uci.studentforms.com) using the "Attendance Verification Documents-UCI"**

If you were billed Pell and/or Cal Grant funds because the Financial Aid Office received no record of your attendance in a course, you may submit this form to document your attendance so your grant(s) may be restored. Select which option you are using and upload this form along with the required documents for verification.

**OPTIONS:**

- OPTION 1:** I will complete section 1 below and upload this form as well as a printout of my "Grade" page on Canvas to verify that I submitted assignments/tests/quizzes for the course. This page will include my name, course name, course number, term and the dates that the assignments/tests/quizzes were submitted.
- OPTION 2:** I will complete section 1 below and upload this form and a copy of an e-mail from my professor verifying my attendance in the course. The email will include my name, course name, course number, term and verification from my professor that I attended the course for the term in question.
- OPTION 3:** I will complete Section 1 below and have my professor complete Section 2 and will upload this form to verify my attendance in the course in question.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Student Cell # \_\_\_\_\_

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**SECTION 1: TO BE COMPLETED BY STUDENT (required for all options above):**

I attended the following class for at least one day:

Course Number / Course Name: \_\_\_\_\_ / \_\_\_\_\_

The course was taken for the following term:

- Fall 2023
- Winter 2024
- Spring 2024
- Summer 2024

Instructor's Name: \_\_\_\_\_ Instructor's Department: \_\_\_\_\_

Instructor's Telephone: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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**SECTION 2: TO BE COMPLETED BY INSTRUCTOR (required only if option 3 is chosen above):**

**Check one:**

- The student attended my class for at least one day:

I based this on:

- Participation in Class
- Taking an Examination
- Submission of Paper / Coursework
- Other (list) \_\_\_\_\_

- The student never attended my class.

**By signing this form, I acknowledge that the information I have provided is true and accurate. I understand that the Financial Aid Office may contact me to verify this information and that I may be required to produce copies of the records used to verify the student's attendance.**

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_