



Financial Aid/EOPS Office • 2277 Napa-Vallejo Highway, Napa, CA 94558
Ph (707) 256-7300 • Toll Free (800) 826-1077 • Fax (707) 253-3043

INSTRUCTOR CERTIFICATION OF ATTENDANCE

Student Name: _____ Date: _____
Student ID#: _____ Semester: _____

Dear Instructor:

The Financial Aid/EOPS Office has been notified that the student listed above has withdrawn from or received a failing (F, NC, or W) grade in your course at Napa Valley College. In order to comply with Federal regulations, we need your assistance in determining the date this student last attended your class. Please complete the items below and return this form to me as soon as possible.

If you have any questions concerning this matter, please call Mai Vo at X7302. Many thanks!

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.

Instructor Signature Printed Instructor Name

Date Signed

RETURN COMPLETED FORM TO:

Mai Vo, Financial Aid Specialist
Napa Valley College
Financial Aid/EOPS Office
2277 Napa-Vallejo Hwy
Napa, CA 94558