

Class Roster Verification Form

Instructor's Name _____
(Please print or type)

The classes I am assigned to teach are:

| COURSE # | SECT # | DAYS CLASS MEET | TIMES CLASSES MEET |
|----------|--------|-----------------|--------------------|
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List student(s) names that are on the roster, but not in attendance (“No-Show”)

| NAME | ID# | COURSE |
|------|-----|--------|
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List any student NOT on the roster, but in attendance of class

| NAME | ID# | COURSE |
|------|-----|--------|
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This is to verify that I have completed each of the following steps. I have:

1. **Checked class attendance to identify “no-show”.**
2. **Directed any student(s) not on the roster to go to the (FSU) Fort Bragg Center’s Office.**

Signed _____ Date: _____
 This completed form is due to the (FSU) Fort Bragg Center’s Office by no later than
Wednesday, September 1, 2004.