

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

List student(s) names that are on the roster, but not in attendance (“No-Show”)

NAME	ID#	COURSE

List any student NOT on the roster, but in attendance of class

NAME	ID#	COURSE

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.**