

NOTICE OF NON-ATTENDANCE

To all Faculty: Please complete this form for each student who did not attend any classes during the first three weeks of the term and whose name appeared on the preliminary roster. Return the form to the Office of Enrollment Services immediately.

SEMESTER: SPRING SUMMER I

(Please indicate) FALL SUMMER II

WINTER SUMMER III

Academic Year: _____ **Today's Date:** _____

Please Complete the Information Below:	
Student's Name:	
ID Number:	
Course Catalogue Number:	
This Student:	Never Attended <input type="checkbox"/>

 Faculty Name

 Department

Thank You for your cooperation.

Submit all copies to the Office of Enrollment Services Immediately Upon Completion

1st Copy – Enrollment Services 2nd Copy – Financial Aid 3rd Copy - Athletics