



Veterans Attendance Form

VATTEN
Veterans Education Coordinator
225 East Las Olas Blvd
Fort Lauderdale, FL 33301
Phone: (954) 201-7621
Fax: (954) 201-7635
E-mail: veterans@broward.edu

Dear Instructor/Class Supervisor:

The student named below is enrolled in a course of instruction requiring attendance verification. The Veterans Administration requires the college to positively document that this student was present in class. In an effort to comply, the student will present an attendance verification form to you each calendar month. Please complete the form and send it to the veteran's advisor through the college mail system.

Thank you in advance for your attention to this matter.

Broward College Veterans Education Coordinator.

From (dates):\_\_\_\_\_ To: \_\_\_\_\_ Course # \_\_\_\_\_

Student Name\_\_\_\_\_ Student Number\_\_\_\_\_

This student is making satisfactory academic progress (circle one) Yes -- No

Please complete as appropriate

\_\_\_ Student was present from the first day of class this month to the last day of class this month.

\_\_\_ Student was absent for \_\_\_\_\_ days this month. (Please indicate the date/s in remarks below.)

\_\_\_ This student first attended class in this course on \_\_\_\_\_. (date)

\_\_\_ This student last attended class in this course on \_\_\_\_\_. (date)

Remarks:\_\_\_\_\_

Instructor/Class Supervisor name \_\_\_\_\_ phone number \_\_\_\_\_

Instructor/Class Supervisor signature \_\_\_\_\_

Date signed \_\_\_\_\_ (cannot sign before the last day of the month unless the course ended before the last day of the month)