



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)