



University of Massachusetts Amherst
 Social and Behavioral Sciences Advising Center
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**UMASS
 AMHERST**

Attendance and Performance Verification Form

THIS PART TO BE COMPLETED BY STUDENT

Student Information

Name _____ Date _____

Major _____ Expected Grad Date _____

Local Address _____ Phone _____

SPIRE ID Number _____ Email _____

Department: _____ Course # _____ Section# _____ Schedule#: _____

Credits _____ Semester _____ Year _____

Course Title _____ Instructors Name _____

THIS PART TO BE COMPLETED BY THE INSTRUCTOR

Please provide information you have about this student's performance in this course. Check the appropriate box concerning attendance and summarize information on status of course requirements. The information you provide will help us make a decision about this student's situation. Your assistance is greatly appreciated.

Attendance

- _____ Never Attended a single class
- _____ Stopped attending on or before the add/drop period (typically the second week of the semester).
- _____ Stopped attending on or before the course withdrawal deadline (typically mid-semester).
- _____ Attended beyond the mid-point of the course until approximately _____ (Date)

Course Requirements

Requirements completed / submitted (please list type of assignment, date, and grade):

Other Information (use additional sheet if necessary)

 Instructor's Signature

 Instructor's Name—Please Print

Title / Position _____ Email _____

Campus Phone Number _____ Date _____