



FIRST WEEK ATTENDANCE REPORT

Please complete this form at the end of the first week of classes. Return it to **your coordinator** in Community Education in one of the following ways:

- Drop it in your coordinator’s on-campus mailbox or door box.
- Address it to the coordinator, and drop it through the S Bldg. mail slot after hours.
- Fax it to (805) 352-1046.
- Scan and email it to your coordinator.

Coordinators:

For **NESL**: Andria Keiser For all others: Ashleigh Valero

Record the total number of students that attended the first week of classes. This DOES NOT mean the total number of occurrences per student for the week. Each student should only be counted once.

CRN	COURSE	DATE	LOCATION	NUMBER OF STUDENTS LISTED ON THE CLASS ROSTER THAT ATTENDED THE FIRST WEEK	NUMBER OF STUDENTS (NOT ON THE CLASS ROSTER) THAT ATTENDED THE FIRST WEEK; MAY SHOW UP ON THE ROSTER BY WEEK TWO

I certify that the above information is true and correct.

Instructor Name (PLEASE PRINT) _____

Instructor Signature: _____ Date: _____

As per Title 5 §55024 and §58004, instructors shall clear their class rosters of inactive students: students identified as "no show" or students who stopped attending the class.