COMMUNITY EDUCATION

Emeritus Campus, Room 410, 1227 2nd Street, Santa Monica, CA 90401 • 310-434-3400 • commed@smc.edu

Note this form is a fillable PDF document and can be filled out on a computer using Adobe Acrobat Reader.

This form is used by Au Pair students who need an official verification letter from Community Education; please print this form and use it following the instructions below.

Student: It is your responsibility to attend the class and make sure the form is initialed by you and your instructor every class. Upon the completion of the course, please email the completed, signed form to **commed@smc.edu** — to email you will need to scan or photograph the completed form. If photographed it should be a clean, high-resolution image against a neutral background.

The letter of certification processing fee must be paid online before the letters can be generated. **Please select an option below or your letter will not be processed:**

Select fee option: ***Fee for 5-Day Turn-around: $7.50***
Fee for Same Day Service: $20.00

Instructor: Please initial weekly to confirm student's attendance in the class, and sign off on the bottom at the conclusion of the course. If you have any additional comments regarding the student's attendance please use the additional comment section.

Attendance Verification Form

One form per class

CLASS NAME
Please Print Clearly

INSTRUCTOR NAME:
Please Print Clearly

STUDENT NAME: **Student/Learner ID*:**
Please Print Clearly

Student Phone #

Email:

Student Mailing Address *(Please Print Clearly)*:
Street:
City:
State: Zip Code:

Week	Date (dd/mm/year)	Instructor Initials	Student Initials
1			
2			
3			
4			
5			
6			
7			
8			

I certify that the student has completed this class.

Instructor's signature: Date:

Additional Comment by Instructor:

* Your Student or Learner ID can be found in your online Profile when you log into your Community Ed account.