

Certificate of Attendance REQUEST FORM

To be completed by STUDENT:

Student Name _____

Address _____ City: _____ State: _____ Zip: _____

Phone _____ e-mail _____

Name of Au Pair Agency _____

Agency contact name _____

Agency contact phone _____ **Agency e-mail** _____

- Complete below with the **Class Title, Item Number, Start & End Dates, and Location.**
- Return **Request Form** to the South Seattle Continuing Education Office at least 2 days prior to the end of class if you want to receive your Certificate of Attendance at your last class. You may drop it in the mail slot outside the **CED office in Olympic Hall, Room 130** OR scan and email to CEDstaff@seattlecolleges.edu

Please note: Hours of Study will be based on actual Total Hours Attended as certified by Instructor.

Class Title	Start Date	End Date	Location

Student's Signature: _____ Date: _____

To be completed by INSTRUCTOR:

I attest to the accuracy of the information above and the **Total Hours Attended.**

Total Hours Attended

Instructor's Signature: _____ Date: _____

Instructor Name [printed]: _____

CED Administrator's Signature: _____ Date: _____

INSTRUCTIONS
for completing a
***Certificate of Attendance* REQUEST FORM**

For a single-session class:

- Obtain a ***Certificate of Attendance* REQUEST FORM** from your Instructor at class, complete and:
 - Return it to your Instructor at the end of class; or
 - Submit it to the Continuing Education Office in Olympic Hall Room 130 Office in person, drop it in the CED mail slot at OLY 130, or scan and email it to cedstaff@seattlecolleges.edu.
- A ***Certificate of Attendance*** will be mailed to you.

For a multiple-session class:

- Obtain a ***Certificate of Attendance* REQUEST FORM** from the Instructor at your first class meeting.
- Complete and submit it at least one week before the last class session to the Continuing Education Office in Olympic Hall Room 130 Office in person, drop it in the CED mail slot at OLY 130, or scan and email it to cedstaff@seattlecolleges.edu.
- You will receive your ***Certificate of Attendance*** at the end of your last class session.

Alison McGuire is the primary CED staff contact for ***Certificate of Attendance*** inquiries and requests. She can be reached at (206) 834-5339 or by email at CEDstaff@seattlecolleges.edu.