

Confirmation of Non-attendance

- This form must be submitted as supporting documentation with Requests for Special Consideration for backdated withdrawal based on non-attendance.
- The Confirmation of Non-attendance portion must be completed by the instructor of the course.
- Submit a separate form for each course for which you are requesting backdated withdrawal.

Name	Student Number
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MyCarleton Email

Course Details

Session	Subject	Course#	Section	CRN

Course Title:

Student Signature: _____ Date: _____

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

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This section must be completed by the course instructor.

The above-named student has or will be submitting a petition for late withdrawal from your course. This petition is based on the student's contention that they either abandoned the course prior to the withdrawal deadline, or never attended classes or submitted course work at any time during the term(s) in which the course was offered. For the purposes of this process, the date of abandonment can be defined as the date of last contact with the student with respect to the course. This contact includes any course work the student may have submitted, as well as the last day the student attended class, but also includes any correspondence you have had with the student regarding the course (e.g. requests for deadline extensions).

1. Did the student ever attend, submit any work or write any tests? Yes No

2. If the student began attending but then appeared to abandon the course, please confirm the date and type of last contact below (prior to any contact by the student regarding completion of this form).

Please indicate below, to the best of your knowledge, the date at which the student appeared to have abandoned the course. Please also detail what type of contact you last had with the student (e.g. student attended class, submitted assignment, corresponded with you about course material).

Date of Last Contact	Type of Contact

Instructor Name: _____ Phone: _____

Email Address: _____

Instructor Signature: _____ Date: _____

For Office Use Only