



JOHN F. KENNEDY UNIVERSITY

TO: School of Management Faculty
FROM: Zalika Merriman, Administrative Assistant of the School of Management
RE: Mandated Attendance Forms
DATE: December 6, 2005

To participate in Federal Financial Aid Programs we are required under 34CFR 668 .22 (j) (1) (B) to provide the last recorded date of class attendance of students as documented by the institution. Effective as of the Summer Quarter 1997/Summer Session Law 1997, attendance forms have been and will continue to accompany the class lists. It is the instructor's responsibility to add students' names to the attendance for upon receipt of the class lists and class rosters. Instructors must be able to prove accurate and current dates of attendance upon request. Attendance forms must be submitted with the Final Grade Reports to the Registration Office no later than the Friday following the last day of the quarter/semester. As with incomplete forms, grade reports will be considered delinquent unless accompanied with attendance forms.