



ADMISSIONS AND RECORDS OFFICE

Quarter  Fall  Winter  Spring 20\_\_\_\_\_

TO: Admissions and Records SUBJECT: Addendum to Census List

FROM: \_\_\_\_\_  
(Instructor's Name --**Please Print**)

Name of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Course, Course # & Title: \_\_\_\_\_ CRN #: \_\_\_\_\_

In accordance with state attendance accounting regulations, I certify that the above student should be:

**ADDED: Date of First Attendance:** \_\_\_\_\_  
(This date "**MUST**" be within the first two weeks of the quarter)

- **Documentation of attendance and/or class participation within the first two weeks of the quarter must be attached to this form.**

**The deadline for "Late Adds" is the 7<sup>th</sup> Monday of the term by 5:00 pm**

**Note: Late Add petitions (after the seventh Monday of the term) will not be accepted.**

**Dropped as a No Show:**  
**The deadline to submit this form is the 3<sup>rd</sup> Friday of the term by 1PM**

**DROPPED: Date of Last Attendance:** \_\_\_\_\_  
**The deadline to submit this form is the 9<sup>th</sup> Friday of each term by 1PM**

**Please explain why the add was not processed earlier:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Instructor's Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_