

PHCC Trade Act Signature Sheet

Student's Name

Student Empl ID Number

Dear Instructor:

Please verify that the above named Trade Act student attended your class on the specified days by signing below. If a student is **not making satisfactory** progress please check the appropriate box below.

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Students please place a "P" in the box above on the days you attended class. Give the form to your instructor for verification and signature. If you are enrolled in a Web-based course, please ask your instructor to **email you verifying your attendance. Please attach the email to the signature sheet and return the completed form to the Financial Aid Office.

Course Number and Title

Signature of Instructor

Unsatisfactory
Progress

