

Queens College  
Office of the Registrar

**Attendance Revision Form**

This form should be used only if you have made an error on attendance rosters submitted to the Registrar's office via the web.

**Instructions:** Download and create a Microsoft Word document. Please enter your information and put a check mark in the appropriate box indicating the status of the students' attendance. **For security reasons, please forward this form as an attachment to the Registrar's office using your Queens College Lotus Notes email account. This form should be e-mailed to [Wanda.Lalond@qc.cuny.edu](mailto:Wanda.Lalond@qc.cuny.edu) and not faxed.**

Faculty name \_\_\_\_\_

Department: \_\_\_\_\_

Semester \_\_\_\_\_

Course # and 4 Digit Registration Code: \_\_\_\_\_

I certify that (Student Name) \_\_\_\_\_,  
Last First

Student ID# \_\_\_\_\_, **attended once within the first 3 weeks of classes during Spring and Fall semesters or within the first week of classes during Winter/Summer Session.**

Yes [  ] No [  ]