

FOOTHILL COLLEGE
LATE ADD/REINSTATE DROPPED FOR NON-PAYMENT

FALL WINTER SPRING SUMMER YEAR _____

SUBJECT: Students Attending BUT Not Enrolled

TO: Admissions and Records Office

FROM: _____
(Instructor's Name – **Please Print**)

Name of Student: _____
(**Please Print**)

Student I D: _____

Course # & Title: _____

In accordance with State Attendance accounting, I certify that the above student should be:

Added: Date of First Attendance: _____
(This is the Date Reported for College FTES Claim)
***IF THIS DATE IS AFTER THE END OF THE SECOND WEEK
OF THE QUARTER (First week of summer) ADMISSIONS WILL
NOT BE ABLE TO ENROLL THE STUDENT.**

Instructor's Signature _____ Date _____