



**Spring Attendance/Participation Verification  
ONLINE COURSE**

4435 North Chestnut  
Colorado Springs, CO 80907  
Registrar: Robin Zook  
719-528-8691 719-528-7006 (Fax)

Any student taking any online course must verify their attendance/participation by providing the following two documents:

1. An online course work log printed directly from the online course site. (see reverse for instructions) Log must include student name, course name, date, time and documentation that course work was completed during the 11-day window between Feb. 24 and Mar. 7.
2. Proof of residency (this completed form).

Student Name \_\_\_\_\_

Student Email \_\_\_\_\_ Phone \_\_\_\_\_

School Year \_\_\_\_\_ Semester \_\_\_\_\_

Circle One:      PPCC              UCCS              CTU

**Student, please return this form  
and your online course work log (see reverse)  
to CSEC Registrar by March 10.**

Pursuant to 1CCR301-71, Rules for the Administration, Certification and Oversight of Colorado Online Programs, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon initial enrollment and annually thereafter. Reasonable evidence of residency within the State of Colorado boundaries can be established by a written statement of residency from the student's parent/guardian pursuant to Section 8.06.4.

I, \_\_\_\_\_, do hereby swear and affirm, under penalty of perjury, that I and my child (listed above) are and continue to be residents of the State of Colorado.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian full name and address: (no PO boxes)

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Student: Please keep a copy of your online course work log for your own records.  
When faxing, please confirm receipt by calling 955-4675 or 528-8691.  
Please take this form to the registrar's office—do not leave it in any other CSEC office.

## How to print out a log to verify PPCC online course attendance:

**Blue** = What you do

**Yellow** = what you should see

Note, not all computers are the same.

1. **Log in** to your online class (it should come up and say **Course List** in the middle of the screen.)  
Next, **click** on your class for which you want your attendance record. It should take you **Home Page**.
2. Now, on the left side there should be a list of tabs. Look toward the bottom of the tabs and there should be one that says **My Progress**.
3. **Click** on that. It should now show a list of what times you logged in to your class and what dates and what you did.
4. For my attendance, it was all jumbled up. Like, the dates weren't in chronological order. So to fix that, scroll down to the bottom of your attendance record and there should be a button that says **Export** at the bottom of the screen.
5. **Click** that button.
6. Now something should come up that says **You have chosen to open TrackingReport.csv** And you should be able to click. **Open with....., or Save File.**
7. **Click** the **Open with** button and it should take you to an **Excel Spreadsheet** with all your attendance dates.
8. In your Excel Spreadsheet, **highlight ALL** of your attendance form.
9. Once you have done this, look toward the top of the Excel Spreadsheet, and there should be a tab that says **Data**.
10. Now, inside of the tab **Data** there should be another tab that says **Sort**. **Click** on this  
Now it should give you something like, **Sort by \_\_\_\_\_ then by \_\_\_\_\_ then by \_\_\_\_\_** and you get to choose what columns to sort. Chose the column that has the dates of when you were in your class.
11. **Click Ok** and it should sort them by chronological order.
12. Then **open** a blank "Word Document". **Copy** your attendance from the Excel Spreadsheet to the Word Document.
13. Then when you are in your Word Document, **click** on the tab that says **File** and in that tab there should be another tab that says **Page Setup**. **Click** on this.
14. Now, there should be tabs toward the top of this that say **Margins. Paper Size. Paper Source. Layout**  
**Click** on Margins.
15. Now **set** the margins of the paper really small. (Like, .3" or something small like that) The margins need to be small so the attendance sheet can fit on it.
16. Next, **click** the tab that says **Paper Size** and **click** on the button that says **Landscape**, then say **click** the **Ok** button.
17. **Paste** your attendance sheet on the document. Make sure you can see everything. **Save** your Document.
18. **Send** an email to your teacher or whomever needs the attendance form with this Document attached.