



Kaskaskia College 27210 College Road, Centralia, Illinois 62801 (618) 545-3000

INSTRUCTOR DROP FORM

This form is **to be used only at the beginning of the semester.**

Please continue to use individual attendance memo forms after second week of class.

TO: Records and Registration

The following students have never attended (or stopped attending in first two weeks):

Course (Prefix, Number & section)	STUDENT NAME	STUDENT'S KC ID

Please remove from class.

Semester/Year

Instructor's Signature

Date