

# Last Date of Attendance – Self Service Banner Grade Entry


**This is not an ask or expectation of faculty members to begin taking attendance in their courses.** This is a way to obtain the Last Day of Attendance while the student’s name and participation may still be easily recalled in a way that keeps the university federally compliant.

For submitted grades of F, VF, and U:


- If the instructor knows the last date of attendance, the instructor should enter that date.
- For instructors who may not recall an exact date during the semester, please utilize the following suggestions:
  - If the student **never attended the course**, please use the first date of the semester.
  - If the student **stopped attending in the middle of the semester and an exact last date of attendance in your class is not known**, please use the date of the last assignment that was submitted by the student or date of their last participation in the course.
  - If the student **attended the course, but did not complete or attend the final**, please use the last day of classes.
  - If the student **attended the course and took the final but received a failing grade for the course**, please use the day of the final.

For grades that require a last date of attendance, instructors will be prompted to enter the date in the format listed.


**Instructors do NOT have to enter anything in the “Attend Hours” field.**

 You have errors on the page. Correct the errors to submit all grades for this record set.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Testa, Banner A. Confidential	000693010	3.000	Register Aug 06, 2019	VF	N	<input type="text"/>	<input type="text"/>	1	Last date of attendance required for this grade. 

After entering the Last Date of Attendance, the grade and date will be accepted.

 The grades you have submitted were saved successfully. Until the "Roll" indicator is "Y", you can make changes to the grades you have submitted.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Testa, Banner A. Confidential	000693010	3.000	Register Aug 06, 2019	VF	N	08/26/2019	<input type="text"/>	1	