



CONNECTING *Life to Learning*

Attendance Sheet for Recipients of Education Benefits from the Department of Veteran Affairs

Reporting Dates for 2014-2015

This sheet is due to the Veteran's Office by each reporting date indicated below.

(Please check the appropriate reporting date being certified.)

Student's Name _____
Last First MI

Social Security # XXX-XX-____-____-____-____ **Student ID#** _____

Phone (If necessary to contact you) _____

Major _____

Fall <input type="checkbox"/> September 5 <input type="checkbox"/> September 26 <input type="checkbox"/> October 17 <input type="checkbox"/> November 7 <input type="checkbox"/> November 28	Spring <input type="checkbox"/> January 23 <input type="checkbox"/> February 13 <input type="checkbox"/> March 6 <input type="checkbox"/> April 3 <input type="checkbox"/> April 24	Summer <input type="checkbox"/> June 12 <input type="checkbox"/> July 3 <input type="checkbox"/> July 17
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Students		
List Course #, Course Name and Number of Credit Hours for each course. Also list online courses.		
Course #	Course Name	Credit Hrs.
a.		
b.		
c.		
d.		
e.		
f.		

Instructor Signature
Sign to certify this attendance/participation has been satisfactory to date.*Instructors for online courses can e-mail Ann Saunders at asaunders@mitchellcc.edu.
a.
b.
c.
d.
e.
f.

- | |
|---|
| <p style="text-align: center;">To Avoid Payment Problems</p> <ol style="list-style-type: none"> 1. Please report any dropped class(es)/withdrawals to Mitchell's Veteran's Office immediately. 2. Turn in attendance sheets by dates listed above. 3. Courses you enroll in must be required for graduation as stated in the curriculum outline in the Mitchell Catalog. 4. You may not take a course for payment for which transfer credit has been granted. 5. If substituting a class, an official substitution letter must be on file in the Office of Admissions and Records with a copy sent to the Veteran's Office. |
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I certify that the information on this sheet is correct and complete.

*If attendance/participation is **NOT** satisfactory, please explain.

Comments

Student's Signature **Date**