



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

## Reporting Dates for 2015-2016

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	Spring	Summer
<input type="checkbox"/> September 4	<input type="checkbox"/> January 29	<input type="checkbox"/> June 10
<input type="checkbox"/> September 25	<input type="checkbox"/> February 19	<input type="checkbox"/> July 1
<input type="checkbox"/> October 16	<input type="checkbox"/> March 11	<input type="checkbox"/> July 22
<input type="checkbox"/> November 6	<input type="checkbox"/> April 1	
<input type="checkbox"/> November 27	<input type="checkbox"/> April 22	

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 <b>has been satisfactory</b> to date.*Instructors for online courses can e-mail Ann Saunders at asaunders@mitchellcc.edu.
a.
b.
c.
d.
e.
f.

- To Avoid Payment Problems**
- Please report any dropped class(es)/withdrawals to Mitchell's Veteran's Office immediately.**
  - Turn in attendance sheets by dates listed above.**
  - Courses you enroll in must be required for graduation as stated in the curriculum outline in the Mitchell Catalog.
  - You may not take a course for payment for which transfer credit has been granted.
  - 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.

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

I certify that the information on this sheet is correct and complete.

Comments

\_\_\_\_\_  
**Student's Signature** **Date**