

St. Petersburg College
VETERANS SERVICES CENTER

Class attendance of students receiving veterans' benefits

TO: Full- and part-time faculty

FROM: Veterans Services Center

The Veterans' Administration requires timely reporting of students who are receiving veterans' benefits but are no longer attending classes. To avoid a fiscal liability for overpayment of benefits, the college must report students who have stopped attending within 30 days of the last class attended. To complete the process on time, including personal follow up with the student, we need reports of non-attendance quickly.

Please give careful attention to class attendance by students who are receiving VA benefits. They are clearly indicated with "V" on the class rolls.

Please complete the information requested on the form below for each student who has missed two consecutive classes. Save the form to your computer and e-mail it as an attachment to veterans@spcollege.edu or submit to your campus Veterans Service Center within three days of the second consecutive class that has been missed by the student.

* NOTE: Please send this request from the faculty member's e-mail account to authenticate the typed name in place of the signature.

Thank you for your assistance.

TO: Veterans' Specialist

The following student receiving veterans' benefits has missed two consecutive classes:

| | |
|---------------|--------------------|
| _____ | _____ |
| Student name | Student number |
| _____ | _____ |
| Course number | Section number |
| _____ | _____ |
| Dates missed | Last date attended |
| _____ | |

Instructor's name/signature *

Mailing Address: Post Office Box 13489, St. Petersburg, FL 33733-3489

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