



QVCC OFFICE OF VETERANS AFFAIRS

742 Upper Maple Street

Danielson, CT 06239

860.932.4011

### Monthly Certification of Attendance Form

**Student Name:** \_\_\_\_\_ **Banner ID#:** \_\_\_\_\_

All students receiving veterans' educational benefits are required to submit proof attendance to the school. The Veterans Administration requires QVCC to report any changes in the student status during the semester for which he or she is enrolled. This form will provide the necessary information with the least amount of inconvenience to the student, the faculty, and the School Certifying Official.

**\*Please Note:** that students who receive Montgomery GI Bill and Chapter 1606 Select Reserves must also sign into the VA website to verify their attendance via WAVE.

This sheet must be picked up, filled out, signed, and returned in Danielson to the Student Affairs office – or – the front desk at in Willimantic.

**Important Note:** Due on the **15<sup>th</sup>** of the month as follows:

**Fall Semester** – October and November

**Spring Semester** – February and April

**Summer Sessions** – June and July

**FOR ON-LINE CLASSES:** Please have your instructor email Joel Niemann ([jniemann@qvcc.edu](mailto:jniemann@qvcc.edu)) to verify that you are participating and up to date with your work online.

<u>Course Title</u>	<u>Student attends Regularly</u>	<u>Student Attends irregularly</u>	<u>Instructor Signature</u>	<u>Date</u>
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Failure to submit this form by the 15<sup>th</sup> of the month could possibly result in a delay or termination of benefits.**