



Veteran's Affairs MONTHLY ATTENDANCE REPORT For the Month Of: _____

Your Name: _____

Your Student ID: _____

We are trying to keep student's attendance record as accurate as possible. Therefore, please answer the questions below. **You need to turn in this form at the end of each month or the last day of instruction. Our fax number is 510-659-7309.** Failure to turn in this form will delay you from getting future benefits or will create an overpayment in your benefit. If you need another copy of this form, you can pick it up at the Ohlone College's Veteran's Office or download it from our web site at www.ohlone.edu/org/veterans

1. Have you been continuously attending your class(es)?

- Yes. I have been continuously attending my class(es).
- No. I stopped attending one or more of my class(es)
- No. I withdrew from all of my classes.

2. If you answered No on question number 1, please indicate which class(es) you stopped attending? * LDA: Last Date of Attendance

Example: Class #1: Math 151 ; LDA: 10/03/06

Class #1: _____ ; LDA*: _____

Class #2: _____ ; LDA: _____

Class #3: _____ ; LDA: _____

Class #4: _____ ; LDA: _____

3. The circumstances for withdrawal or reduction in training hours, such as deployment, military call to active duty, change in workload etc. (Supporting documents are needed):

4. Do you know that you must notify your school if there is a change in your enrollment, such as dropping the class or adding the class?

- Yes
- No. You need to notify the school if there is a change in your enrollment so that the school can report to the Veteran Administration as soon as possible to prevent an overpayment or underpayment in your benefit. When there is an overpayment the VA will ask for repayment. If you ignore the VA's request, they can withhold future payments.

HAVE A GREAT SEMESTER!