

TO: Elaine Ruse, Director of Financial Aid and Scholarships
and VA Certifying Official

FROM: _____
(Faculty Member and Department)

Please check one of the following regarding the student's grade:

- * Student attended class sessions and completed coursework. Grade was earned. _____
- * Grade was due to non-attendance. _____

Please be advised that the veteran named below has neither attended my class nor been excused for his/her absence since _____.
(Specify date student stopped attending class)

(Veteran's Name and Social Security Number)

(Course/Semester/Year)

INSTRUCTIONS TO FACULTY MEMBER:

Completion of this form is necessary in order that YSU comply with VA Regulation 21.4253. Please complete this form for each veteran who is so marked on your class roster if he/she has been absent **for at least two consecutive weeks**. If you have any questions, please call Megan Collins at 330-941-1321. **Return this form to:**

**Elaine Ruse, Director and VA Certifying Official
Office of Financial Aid and Scholarships
Meshel Hall – Room 203**

Thank you for your cooperation and assistance.