

Sample Primary School Letter (Suggested Format)

Date

NAME AND ADDRESS OF SECONDARY SCHOOL

NAME AND ADDRESS OF PRIMARY SCHOOL

<Student's Name (Claim Number)> is a Chapter <e.g., 30> student at <Name of School (facility code)> pursuing a <Name of Program, e.g. B.S. History degree>.

The course(s) listed below satisfy <Name of Program> requirements and will transfer at full value to <Name of School>.

List course(s) by title and number

Student intends to take the above course(s) at <Secondary School> <Identify term, e.g., spring term 2004> as a guest student. Please certify the courses to VA as the secondary school.

SIGNED BY THE CERTIFYING OFFICIAL

TELEPHONE NUMBER

NOTE: An e-mail containing the required information can be accepted in lieu of a formal letter.