Attendance Sheets Non-College Degree (NCD) Programs

Department of Veterans Affairs (DVA) regulations require attendance sheets for students in Adult High School, Adult Basic Education and GED programs. These attendance sheets must be completed, signed by each of your instructors and returned by you to the college’s VA office. You will be provided a sample attendance sheet properly completed.

You will be provided attendance sheets for the term; one sheet per month for each course in which you are registered. At the end of each month have your instructor complete the days/times you attend class that month and sign the form. It is your responsibility to return the form to this office.

When you first start your certificate or adult education program we will pre-certify you for the whole term. We will report to DVA that you will be attending all the courses and all the class meetings that will be held over the term. DVA will calculate your pay rate based on that information.

The college is required by DVA to verify that you are entitled to your monthly pay rate by auditing your attendance sheets. In this audit we will compare the class meeting days/times each class is scheduled to meet to the days/times your instructor has stated that you attended the class. DVA regulations require us to report if you are not attending classes. Not attending class can result in DVA overpaying you; in that event DVA will take measures to recoup that overpayment.

The timely return of your attendance sheets is very important. If the college VA office does not have your correctly completed and signed attendance sheets by five (5) business days after the end of each month, your enrollment with DVA will be terminated (cancelled). What does that mean to you? Your payments from DVA will stop.

If your enrollment has been terminated due to your failing to submit completed, signed attendance sheets in a timely manner the following procedures will be in effect. The VA office will not re-certify you until after the end of the term. To be certified at the end of the term all attendance sheets must be returned correctly completed and signed by the instructor.

If we have to process your attendance at the end of the term you should make financial arrangements based on the following estimations. Allow ten (10) business days for the VA office to audit your attendance sheets and re-certify you with DVA. Allow 45 to 90 days after you have been re-certified for DVA to process your payment.

______________________________  ________________
Student signature  Date

Return this form to Pensacola State’s Veteran Services Office