



Veteran's Office, 980 Fremont Street, Monterey, CA 93940 (831) 646-4025

Date / /

Dear

According to the College's records, you received an "F" and/or "NP" grade during the _____ semester. We are required to report all "F" and "NP" grades to the Veterans' Administration and **you are required to report an explanation of the above grades to the Veterans' Office at Monterey Peninsula College.**

On the bottom section of this letter, please provide this office with an explanation of the "F" and/or "NP" grade received. Indicate that the grade was received for non-attendance, or that the grade was received although you attended all the classes and took the final examination. **If your grade was the result of non-attendance, you must also indicate the last date of attendance.**

Failure to return this form to the Veterans' Office at Monterey Peninsula College within ten days after receipt may result in you being placed in overpayment status for the _____ semester. If this letter is not returned, the college is required to report the "F" and/or "NP" grade as non-attendance. If you were enrolled in a short course, the last date to drop the course will be the date reported.

Please return this letter to the Veterans Resource Center, located in the Student Center. If you would like to schedule an appointment to submit your letter, call (831) 646-4025.

Course _____ Grade _____

___ Attended the full semester and took final, if applicable

___ Grade result of non-attendance Date last attended: _____

Course _____ Grade _____

___ Attended the full semester and took final, if applicable

___ Grade result of non-attendance Date last attended: _____

Course _____ Grade _____

___ Attended the full semester and took final, if applicable

___ Grade result of non-attendance Date last attended: _____

Course _____ Grade _____

___ Attended the full semester and took final, if applicable

___ Grade result of non-attendance Date last attended: _____

Printed name

Student ID# or Social Security# or VA Claim #

Counselor Signature

Date