

# 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 2026> as a guest student. Please certify the course(s) to VA as the secondary school.

Signed by the Certifying Official

Telephone Number