



### Request for a Parent School Letter

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

VA File #: \_\_\_\_\_

Phone#: \_\_\_\_\_

Students may receive veteran’s educational benefits for courses they are enrolled in at another institution. The school granting the student’s degree is called the “parent school,” the other school is called the “secondary school.” In order to have your courses at the secondary school certified for veteran’s educational benefits, your CGCC academic advisor must use this form to verify the courses you have selected will apply toward your program of study at CGCC.

**Instructions:**

1. Complete section A of this form and return it to the CGCC Veterans Services office.
2. Upon certification, this information will be provided to the Veterans Services office at the secondary school. The secondary school will then complete an enrollment certification (VA form 22-1999) and submit it to the Department of Veterans Affairs.

**Section A: Please complete this section in its entirety**

Secondary Institution: \_\_\_\_\_

Current Program of Study at CGCC: \_\_\_\_\_

Semester: Fall Spring Summer Year \_\_\_\_\_

Secondary School Course Number	Course Title	Degree Requirement
PHI 101	Intro to Philosophy <i>(Example)</i>	Humanities and Fine Arts

**Section B: This section to be completed by the CGCC Veterans Services Office**

Chandler-Gilbert Community College will give credit toward meeting graduation requirements following successful completion of the above listed course(s) taken at the participating institution listed above.

Certifying Official: \_\_\_\_\_

Title: \_\_\_\_\_

Veterans Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.