

## Primary (Parent) School Letters

If you wish to be concurrently (dual) enrolled, you must first decide which school is going to be your primary school. If an institution of higher learning other than Chemeketa is going to be your primary school (usually this means another school is going to be granting your degree), you should contact that school's Veteran Certifying Official (**and only the Veteran Certifying Official**) and ask them to provide the Chemeketa Veterans' Services office with a Primary School Letter (sometimes referred to as a **Parent School Letter**) before you can be certified for benefits. The Primary School Letter can be mailed, e-mailed, or hand delivered to our office and a new letter is required for each term you are dual-enrolled.

Your Primary School Letter must:

- state your name & benefit chapter (including suffix for Chapter 35 awardees),
- state the name and facility code of your primary school, and the degree you are pursuing
- state that the courses you are taking at Chemeketa satisfy the requirements of your program and will transfer at full value to your primary school
- identify the course or courses you are taking at Chemeketa by subject and number (e.g. ENG 104, BI 232, CH 105, etc.)
- state that you intend to take these classes at Chemeketa Community College during the term and year you will be enrolled here and ask the Chemeketa Veterans' Services office to certify the courses for benefits to the VA.

Once the term is completed, you are responsible for ensuring that official transcripts of the courses you have taken at Chemeketa are supplied to your primary school.