



UNITED STATES OF AMERICA  
**RAILROAD RETIREMENT BOARD**

In reply refer to  
Student's Name:  
Student's S.S. No.:  
RR Claim Number:

The student named above is receiving benefits from the Railroad Retirement Board (RRB) based on full-time school attendance at your educational institution. Because the student failed to return a required monitoring questionnaire, we need you to verify that the information provided by the student several months ago is still current.

Please follow the steps outlined below before returning the enclosed Form G-315A, *Statement of School Official*.

**Step 1** - Review the information provided by the student in Section A.

**Step 2** - Complete the Certification information in Section B.

Note that if the information the student provided is not current, you must enter the date the student stopped full-time school attendance in Item 10.

**Step 3** - Sign and date the Certification in Item 13.

**Step 4** - Promptly return the form to facsimile number \_\_\_\_\_ or by mail in the envelope provided.

If you have any questions or need assistance in completing Form G-315A, please contact our office as soon as possible. Information concerning RRB student benefits is also available at [www.rrb.gov](http://www.rrb.gov).

Sincerely,

Enclosures  
Form G-315A  
Return Envelope