

# Self-Certification of Full-Time School Attendance For The School Year:

*Show any change of address on this form below:*

U.S. Office of Personnel Management Retirement Surveys & Students Branch, Washington, DC 20415-3563										
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1. Student's name and date of birth							<b>For Agency Use Only</b>			
							<input type="radio"/> I <input type="radio"/> II <input type="radio"/> III <input type="radio"/> IV			
							Claim number			
2. Currently certified thru							Date			

**IMPORTANT:** Please read the enclosed instruction sheet before completing this form. To avoid interruption of payments, please complete this form immediately, using a pencil and darkening the entire oval; so our computer can process your form without delaying your payments. *Please complete this form for the entire school year (not just one semester) if plans are known; and complete it for one school year only.* Please do **not** take this form to the school. The person in the address above must sign in item 17. This is a personalized form, precoded for only the student shown in item 1.

<p>3. Is the student's date of birth correct as shown in item 1 above?</p> <p><input type="radio"/> Yes      <input type="radio"/> No. Show the correct date below and attach a birth certificate.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Month</th> <th style="width: 33%; text-align: center;">Day</th> <th style="width: 33%; text-align: center;">Year</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; width: 33px; height: 25px;"></td> <td style="border: 1px solid black; width: 33px; height: 25px;"></td> <td style="border: 1px solid black; width: 33px; height: 25px;"></td> </tr> <tr> <td><input type="radio"/> JAN</td> <td style="text-align: center;">0 0</td> <td style="text-align: center;">0 0</td> </tr> <tr> <td><input type="radio"/> FEB</td> <td style="text-align: center;">1 1</td> <td style="text-align: center;">1 1</td> </tr> <tr> <td><input type="radio"/> MAR</td> <td style="text-align: center;">2 2</td> <td style="text-align: center;">2 2</td> </tr> <tr> <td><input type="radio"/> APR</td> <td style="text-align: center;">3 3</td> <td style="text-align: center;">3 3</td> </tr> <tr> <td><input type="radio"/> MAY</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4 4</td> </tr> <tr> <td><input type="radio"/> JUN</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5 5</td> </tr> <tr> <td><input type="radio"/> JUL</td> <td style="text-align: center;">6</td> <td style="text-align: center;">6 6</td> </tr> <tr> <td><input type="radio"/> AUG</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7 7</td> </tr> <tr> <td><input type="radio"/> SEP</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8 8</td> </tr> <tr> <td><input type="radio"/> OCT</td> <td style="text-align: center;">9</td> <td style="text-align: center;">9 9</td> </tr> <tr> <td><input type="radio"/> NOV</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> DEC</td> <td></td> <td></td> </tr> </tbody> </table>	Month	Day	Year				<input type="radio"/> JAN	0 0	0 0	<input type="radio"/> FEB	1 1	1 1	<input type="radio"/> MAR	2 2	2 2	<input type="radio"/> APR	3 3	3 3	<input type="radio"/> MAY	4	4 4	<input type="radio"/> JUN	5	5 5	<input type="radio"/> JUL	6	6 6	<input type="radio"/> AUG	7	7 7	<input type="radio"/> SEP	8	8 8	<input type="radio"/> OCT	9	9 9	<input type="radio"/> NOV			<input type="radio"/> DEC			<p>4. 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<p>6. During the past 12 months, did the student stop school before the end of the school term, or change from full-time to part-time status?</p> <p><input type="radio"/> Yes. Show date full-time attendance ended.      <input type="radio"/> No</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Month</th> <th style="width: 33%; text-align: center;">Year</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; width: 33px; height: 25px;"></td> <td style="border: 1px solid black; width: 33px; height: 25px;"></td> </tr> <tr> <td><input type="radio"/> JAN</td> <td style="text-align: center;">0 0</td> </tr> <tr> <td><input type="radio"/> FEB</td> <td style="text-align: center;">1 1</td> </tr> <tr> <td><input type="radio"/> MAR</td> <td style="text-align: center;">2 2</td> </tr> <tr> <td><input type="radio"/> APR</td> <td style="text-align: center;">3 3</td> </tr> <tr> <td><input type="radio"/> MAY</td> <td style="text-align: center;">4 4</td> </tr> <tr> <td><input type="radio"/> JUN</td> <td style="text-align: center;">5 5</td> </tr> <tr> <td><input type="radio"/> JUL</td> <td style="text-align: center;">6 6</td> </tr> <tr> <td><input type="radio"/> AUG</td> <td style="text-align: center;">7 7</td> </tr> <tr> <td><input type="radio"/> SEP</td> <td style="text-align: center;">8 8</td> </tr> <tr> <td><input type="radio"/> OCT</td> <td style="text-align: center;">9 9</td> </tr> <tr> <td><input type="radio"/> NOV</td> <td></td> </tr> <tr> <td><input type="radio"/> DEC</td> <td></td> </tr> </tbody> </table>	Month	Year			<input type="radio"/> JAN	0 0	<input type="radio"/> FEB	1 1	<input type="radio"/> MAR	2 2	<input type="radio"/> APR	3 3	<input type="radio"/> MAY	4 4	<input type="radio"/> JUN	5 5	<input type="radio"/> JUL	6 6	<input type="radio"/> AUG	7 7	<input type="radio"/> SEP	8 8	<input type="radio"/> OCT	9 9	<input type="radio"/> NOV		<input type="radio"/> DEC		<p><b>Items 7 - 16 must be completed if the student returned or will return to school full-time on or after the date shown in item 2 above.</b></p> <p>7. Show the school's name and address (including ZIP code):</p>          <p>Phone number (if available &amp; area code):</p> <p style="text-align: center;">(       )</p>	<p>8. Is this school accredited by a nationally recognized accrediting agency or association?</p> <p><input type="radio"/> No      <input type="radio"/> Yes</p>																																																																																																																																																								
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<p>9. Enter the date the student began or will begin full-time school attendance for the school year you are certifying. Date should be on or after date shown in item 2.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Month</th> <th style="text-align: center;">Day</th> <th style="text-align: center;">Year</th> </tr> <tr> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> </tr> </table> <p> <input type="radio"/> JAN    <input type="radio"/> 0    <input type="radio"/> 0    <input type="radio"/> 0    <input type="radio"/> 0  <input type="radio"/> FEB    <input type="radio"/> 1    <input type="radio"/> 1    <input type="radio"/> 1    <input type="radio"/> 1  <input type="radio"/> MAR    <input type="radio"/> 2    <input type="radio"/> 2    <input type="radio"/> 2    <input type="radio"/> 2  <input type="radio"/> APR    <input type="radio"/> 3    <input type="radio"/> 3    <input type="radio"/> 3    <input type="radio"/> 3  <input type="radio"/> MAY    <input type="radio"/> 4    <input type="radio"/> 4    <input type="radio"/> 4    <input type="radio"/> 4  <input type="radio"/> JUN    <input type="radio"/> 5    <input type="radio"/> 5    <input type="radio"/> 5    <input type="radio"/> 5  <input type="radio"/> JUL    <input type="radio"/> 6    <input type="radio"/> 6    <input type="radio"/> 6    <input type="radio"/> 6  <input type="radio"/> AUG    <input type="radio"/> 7    <input type="radio"/> 7    <input type="radio"/> 7    <input type="radio"/> 7  <input type="radio"/> SEP    <input type="radio"/> 8    <input type="radio"/> 8    <input type="radio"/> 8    <input type="radio"/> 8  <input type="radio"/> OCT    <input type="radio"/> 9    <input type="radio"/> 9    <input type="radio"/> 9    <input type="radio"/> 9  <input type="radio"/> NOV  <input type="radio"/> DEC </p>	Month	Day	Year				<p>10. Enter the date this school attendance will end or ended. If the student plans to attend for the full school year, you should show the ending date of the full school year (<i>NOT the semester</i>). This date must be later than the date shown in item 9.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Month</th> <th style="text-align: center;">Day</th> <th style="text-align: center;">Year</th> </tr> <tr> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> </tr> </table> <p> <input type="radio"/> JAN    <input type="radio"/> 0    <input type="radio"/> 0    <input type="radio"/> 0    <input type="radio"/> 0  <input type="radio"/> FEB    <input type="radio"/> 1    <input type="radio"/> 1    <input type="radio"/> 1    <input type="radio"/> 1  <input type="radio"/> MAR    <input type="radio"/> 2    <input type="radio"/> 2    <input type="radio"/> 2    <input type="radio"/> 2  <input type="radio"/> APR    <input type="radio"/> 3    <input type="radio"/> 3    <input type="radio"/> 3    <input type="radio"/> 3  <input type="radio"/> MAY    <input type="radio"/> 4    <input type="radio"/> 4    <input type="radio"/> 4    <input type="radio"/> 4  <input type="radio"/> JUN    <input type="radio"/> 5    <input type="radio"/> 5    <input type="radio"/> 5    <input type="radio"/> 5  <input type="radio"/> JUL    <input type="radio"/> 6    <input type="radio"/> 6    <input type="radio"/> 6    <input type="radio"/> 6  <input type="radio"/> AUG    <input type="radio"/> 7    <input type="radio"/> 7    <input type="radio"/> 7    <input type="radio"/> 7  <input type="radio"/> SEP    <input type="radio"/> 8    <input type="radio"/> 8    <input type="radio"/> 8    <input type="radio"/> 8  <input type="radio"/> OCT    <input type="radio"/> 9    <input type="radio"/> 9    <input type="radio"/> 9    <input type="radio"/> 9  <input type="radio"/> NOV  <input type="radio"/> DEC </p>	Month	Day	Year				<p>11. Is the date given in item 10 the end of the school year?</p> <p style="text-align: center;"> <input type="radio"/> Yes    <input type="radio"/> No </p> <hr/> <p>12. Does the student intend to return to school full-time after the date shown in item 10, with less than a 5 month break?</p> <p> <input type="radio"/> Undecided  <input type="radio"/> No  <input type="radio"/> Yes. Show the beginning date of the next school year in item 13. </p>
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Month	Day	Year												
<p>13. Enter the estimated date the student will begin full-time attendance for the NEXT school year after the school year shown in items 9-10.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Month</th> <th style="text-align: center;">Year</th> </tr> <tr> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> </tr> </table> <p> <input type="radio"/> JAN    <input type="radio"/> 0    <input type="radio"/> 0  <input type="radio"/> FEB    <input type="radio"/> 1    <input type="radio"/> 1  <input type="radio"/> MAR    <input type="radio"/> 2    <input type="radio"/> 2  <input type="radio"/> APR    <input type="radio"/> 3    <input type="radio"/> 3  <input type="radio"/> MAY    <input type="radio"/> 4    <input type="radio"/> 4  <input type="radio"/> JUN    <input type="radio"/> 5    <input type="radio"/> 5  <input type="radio"/> JUL    <input type="radio"/> 6    <input type="radio"/> 6  <input type="radio"/> AUG    <input type="radio"/> 7    <input type="radio"/> 7  <input type="radio"/> SEP    <input type="radio"/> 8    <input type="radio"/> 8  <input type="radio"/> OCT    <input type="radio"/> 9    <input type="radio"/> 9  <input type="radio"/> NOV  <input type="radio"/> DEC </p>	Month	Year			<p>14. Type of School shown in item 7.</p> <p> <input type="radio"/> High School  <input type="radio"/> Trade/Technical/or Vocational  <input type="radio"/> Jr. College/College/Community College/or University  <input type="radio"/> Other: Indicate type of school </p>	<p>15. Attendance for School shown in item 7. <b>Mark only one (A or B) below</b></p> <p> <input type="radio"/> A: Classroom Hours per week, such as for High Schools or trade schools. (Combine work/study hours if in a high school work study program.)    <input type="radio"/> B: Credit Hours such as for college. </p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Total Hours</th> <th style="text-align: center;">Total Hours</th> </tr> <tr> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> <td style="border: 1px solid black; width: 33px; height: 20px;"></td> </tr> </table> <p> <input type="radio"/> 0    <input type="radio"/> 0    <input type="radio"/> 0    <input type="radio"/> 0  <input type="radio"/> 1    <input type="radio"/> 1    <input type="radio"/> 1    <input type="radio"/> 1  <input type="radio"/> 2    <input type="radio"/> 2    <input type="radio"/> 2    <input type="radio"/> 2  <input type="radio"/> 3    <input type="radio"/> 3    <input type="radio"/> 3    <input type="radio"/> 3  <input type="radio"/> 4    <input type="radio"/> 4    <input type="radio"/> 4    <input type="radio"/> 4  <input type="radio"/> 5    <input type="radio"/> 5    <input type="radio"/> 5    <input type="radio"/> 5  <input type="radio"/> 6    <input type="radio"/> 6    <input type="radio"/> 6    <input type="radio"/> 6  <input type="radio"/> 7    <input type="radio"/> 7    <input type="radio"/> 7    <input type="radio"/> 7  <input type="radio"/> 8    <input type="radio"/> 8    <input type="radio"/> 8    <input type="radio"/> 8  <input type="radio"/> 9    <input type="radio"/> 9    <input type="radio"/> 9    <input type="radio"/> 9 </p>	Total Hours	Total Hours						
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Total Hours	Total Hours													
<p>16. Is the student in a school-sponsored co-op or internship program?</p> <p> <input type="radio"/> Yes (Attach a letter from the school explaining the program.)  <input type="radio"/> No </p>	<p style="text-align: center;"><b>WARNING:</b> <i>Any intentionally false statements or willful misrepresentations are punishable by fine, imprisonment, or both (18 USC 1001).</i></p> <p>17. I certify that all information given in this certification is true and correct to the best of my knowledge and belief. I understand that I must immediately notify the Office of Personnel Management (OPM) if the student transfers to another school, discontinues school attendance, reduces attendance to less than full-time, marries or dies. I agree to return all overpayments of student benefits, including overpayments that may be made after I notify OPM of any terminating event. I authorize the appropriate school official to verify my school attendance status to OPM in the manner requested by OPM (e.g., by telephone, fax, email, or written correspondence).</p>													
Signature of payee ( <i>person who is receiving the payments</i> )	Email address	Daytime telephone number ( <i>including area code</i> ) (       )												
Signature of student	Email address	Date ( <i>month/day/year</i> )												