

## ACQUISITION OF RECORDS

The following records of:

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone number: (     ) \_\_\_\_\_

The school will make available to the Workforce Training and Education Coordinating Board/State Approving Agency and the Veterans Administration:

1. All records relating to the enrollment of veterans and all other eligible persons. (For example: contracts, enrollment agreements, certifications to the Department of Veterans Affairs, attendance records, progress records, etc.)
2. Records, such as an attendance roster, which show that not more than 85 percent of the students enrolled in a given course were Department of Veterans Affairs beneficiaries when another veteran student enrolled.
3. Financial records of Department of Veterans Affairs beneficiaries and similarly circumstanced nonveterans.

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Type or print name of School Owner or President

Title/Position

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Signature of Administrative Official

Date

**SUBMIT TO: Workforce Training and Education Coordinating Board  
128 – 10<sup>th</sup> Avenue SW, 6<sup>th</sup> floor  
PO Box 43105  
Olympia, WA 98504-3105**