

# Parent School Letters Transcript

Presented by the Transfer Credit Outreach Team

Hello and welcome. In this video, we'll be reviewing Parent School Letters and explaining how the transfer credit outreach team supports this process. In simple terms, Parent School Letters give students who are utilizing VA benefits the flexibility to take courses at another approved institution. The VA will only fund courses that apply to remaining degree requirements at the student's parent school. Therefore, each course taken at a secondary institution must be approved by the student's parent school.

At APUS, there are a couple of important steps that must first be completed before students can request a Parent School Letter. First, students must have an official Transfer Credit Evaluation completed. This is a multi-step process which can take a few weeks, so it is important to plan ahead.

Second, students must submit their VA paperwork, including their Certificate of Eligibility, to the APUS VA team at [VAquestions@apus.edu](mailto:VAquestions@apus.edu).

Once those steps are complete, students can initiate the Parent School Letter request by emailing [parentschool@apus.edu](mailto:parentschool@apus.edu) with the following information:

- Name and address of the secondary institution.
- Course number and title.
- Expected start and end dates.
- Contact information for the secondary institution's VA team.
  - This can include a specific name for the VA Rep, an e-mail address, or fax number.
  - Please note that when emailing from a personal account, students must also include their full name, student ID, and answers to two security questions, per FERPA requirements.

Once the email request has been received, our Transfer Credit Outreach team will begin reviewing the transfer course to determine if it applies to the student's degree plan. If approved, we will notify the VA team at APUS, who will then continue the process and coordinate with the VA team at the secondary institution. The student will be carbon copied on this email notification and should refer to the provided instructions to initiate an update evaluation upon completion of the transfer course.

Now, if the transfer course is not applicable towards the student's degree requirements, we will notify the student that we cannot provide approval for the Parent School Letter. There

are a few reasons why a course may not be considered applicable. Most often, the course is just not equivalent to one of the remaining degree requirements, or the requirement has already been fulfilled. Regrettably, the VA will not fund an excessive or duplicative course. With that being said, if the Parent School Letter is denied, students are always welcome to submit a new request for a different course.

We understand it can be tricky to know when an outside course will be applicable to a degree program. So to get students pointed in the right direction, we recommend utilizing our Transfer Equivalency Database, or TED for short. This can help locate applicable courses from outside institutions. The platform currently houses over half a million courses from institutions across the United States and its territories.

If we have evaluated a course for transfer, it should be saved in TED with the general applicability, and if an APUS equivalency has been verified, that will be displayed as well. This information can then be used to determine if it will apply to a program's degree requirements.

If a particular course is not listed in TED, or if you have questions about the equivalency of a transfer course, please feel free to reach out to the Transfer Credit Outreach team. We are happy to assist with your transfer credit questions Monday through Friday, 8:00 to 4:30 Eastern Standard Time.

For any questions related to VA paperwork or payments, please contact [VAquestions@apus.edu](mailto:VAquestions@apus.edu).

Thanks for watching. We hope you found this information helpful.