

Verification of Enrollment and Attendance (VOE) Form For Driver License Purposes

Planned Use of Data: To provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for an instruction permit and/or a license to operate a motor vehicle. The student presents the completed form to the DPS. DO NOT return this form to the Texas Education Agency.

Authority: The Texas Transportation Code (TRC) requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, charter, home, or private school; GED Program; or Institution of Higher Education and meet specific enrollment conditions to obtain or renew a license. This requirement applies to persons under 18 years of age.

Contacts: Contact local DPS driver license office or DPS headquarters website: www.txdps.state.tx.us and e-mail: plo@txdps.state.tx.us (512/424-2000) or Texas Education Agency website: www.tea.state.tx.us and e-mail: lbauer@mail.tea.state.tx.us (512/463-9322)

Issuing VOE Forms: The issuance or denial of the VOE form is strictly a local school, charter, GED program, or Institution decision. Neither TEA nor DPS can alter a VOE decision. Schools, Charters, GED programs, and institutions of higher education can impose and enforce conditions and restrictions on enrollment and attendance as it pertains to VOE eligibility that exceed minimum restrictions defined by law and rule. **It is recommended that schools, charters, GED programs, and institutions of higher education clearly outline all requirements for issuance of the VOE form and establish a formal, published policy to support the requirements.** The VOE form does not have to be signed by the student in the presence of the person certifying attendance. The signature of the student can be placed on the form before or as it is presented to DPS. NOTE: Texas Education Code 25.092 (excerpted), Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90 percent attendance rule applies when determining VOE eligibility. **Thus, if 1) the school awarded a student credit for each class the semester prior to application for the VOE and 2) the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90 percent rule (unless a published policy states otherwise).** Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. For students in grades eight and below, absences may be aggregated on the basis of a scholastic year. For students in grades 9-12, absences may be aggregated on the basis of a scholastic semester (traditional, condensed, accelerated, block, etc.)

A student must meet one of the following requirements to receive the VOE form. The individual certifying attendance verifies on behalf of the school, program, or institution the following as true and correct by marking the appropriate box and affixing a legal signature to this form:

- Public, charter, home or private schools:** The public, charter, home, or private school should mark this box and issue the form to any student who is (1) currently enrolled and (2) who met minimum attendance for class credit (90 Percent Rule) in each class they were enrolled in the fall or spring semester immediately preceding the date of application for the form.
- GED programs:** GED programs mark this box and issue the form to any student who (1) is currently enrolled, (2) has been enrolled in the program for a minimum of 45 calendar days, and (3) is meeting the attendance requirements prescribed by the GED program.
- Institutions of higher education:** Institutions mark this box and issue the form to students who have not obtained a diploma or its equivalent but are enrolled and attending as prescribed by the institution. Note: Institutions can issue a letter signed by an official of the institution stating that (1) the student is currently enrolled and (2) the student is meeting the institution's attendance requirements instead of issuance of this form.

NAME OF STUDENT:	DATE:	STUDENT SIGNATURE:	
NAME & TITLE OF ADMINISTRATOR:	PHONE:	ISSUANCE DATE:	ADMINISTRATOR SIGNATURE:
Parental/Guardian Permission: I grant my permission for the Texas Department of Public Safety (1) to access my child's school enrollment records and (2) for a school administrator or law enforcement officer to notify DPS in the event that my child has been absent from school for a at least 20 consecutive instructional days.			
PARENT SIGNATURE:			
Expiration: Any VOE issued during the school year expires 30 days after issuance. Any VOE issued the last 5 days of the school year will expire the first day of the following school year.			