Verification of Enrollment and Attendance Form

STUDENT IS CURRENTLY ENROLLED IN SCHOOL
(Public, Charter, Alternative, Private; In or Out of State)

- NO
  - DENY FORM. If the student is not enrolled in school deny the form.

- YES
  - ISSUE FORM
  - DENY FORM

STUDENT: 1) is currently enrolled in a program to prepare them for a GED, 2) has attended the program for at least 45 calendar days, and 3) is meeting the program’s attendance requirements.

- YES
  - ISSUE FORM

- NO
  - DENY FORM

CREDIT ISSUED. Student was awarded a grade (passing) for each class the previous semester. NOTE: 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. Texas Education Code §25.092

- NO

- YES
  - ISSUE FORM

ACADEMIC FAILURE. The student failed one or more classes. Review attendance records for each class.

- ISSUE THE FORM if attendance records reveal that the student attended 90 percent of each class but just received a failing grade(s).
- DENY THE FORM if the records reveal that the student did not attend 90 percent of each class and received a failing grade(s).

NO GRADE. The student did not meet the 90% rule for one or more classes. Credit was denied in one or more classes.

- ISSUE THE FORM if the school attendance committee (and/or administration) accepted the student’s appeal and approved a plan to allow the student to reinstate credit for all classes. The student complied with the plan and credit for all classes was reinstated.
- DENY THE FORM if the student did not (or has not) comply with the plan.
- DENY THE FORM if the student complied with the plan but the plan did not reinstate credit for all classes.
- DENY THE FORM if the student did not appeal the absences.
- DENY THE FORM if the attendance committee did not accept the appeal.