



VERIFICATION OF ENROLLMENT (VOE) PROCEDURES

WHAT IS A VOE FORM?

A Verification of Enrollment Form or **VOE** is a form for students ages 15-18, which documents the student's enrollment, attendance and grades. It is required by the State of Texas in order for a student to obtain a driver's license.

VOEs for Braswell students are signed by Braswell High School administrators, after a review of the student's academic and attendance records. Once signed, the student submits the VOE to the Department of Public Safety (DPS), when the student applies for the driver's license.

IMPORTANT INFO

- VOEs must be requested via the official [VOE Request Form](#) on the Braswell website. No emails or in-person requests.
- We will provide the signed form when approved. Note: Administrators have the right to issue, deny or delay issuing a VOE based on their review of the student's record.
- Please **DO NOT** schedule your appointment at the DMV before first obtaining your VOE.
- Please **pay attention** to the expiration date on your VOE.
- Students will be notified by **school email** when their VOE is ready to be picked up.
- ***We will not issue VOEs over the phone, or at the last minute, due to a VOE being expired.***
- ***We will not fax or email VOEs to DPS offices. Students must pick up their VOE document from Braswell HS.***

VOEs ISSUED DURING THE SCHOOL YEAR

- During the school year, a VOE is good for **only 30 days from the date of issuance**.
- It takes **72 business hours** to receive a signed VOE after request.