VERIFICATION OF ENROLLMENT (VOE) PROCEDURES

WHAT IS A VOE FORM? A Verification of Enrollment Form (VOE) is a form for teen drivers 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. This Texas Department of Public Safety site lists requirements for teen (student) drivers in Texas. As stated on the official VOE form, the issuance or denial of the VOE is strictly a local school decision.

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

IMPORTANT INFO

- VOEs must be requested by the student (using their DISD-issued gmail account) via the official VOE Request Form on the Braswell website. No emails, phone calls 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. Administrators will review the following when determining the student’s eligibility for a VOE:
  - Attendance - this is in compliance with the 90% rule\(^1\)
  - Grades - our expectations parallel the UIL 'no pass, no play’ requirements\(^2\)
  - Behavior
  - Outstanding fees/fines
- 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 via their 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 a minimum of 72 business hours to process but could be longer.

---

\(^1\) Texas Education Code, Section 25.092 states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered

\(^2\) https://www.uiltexas.org/policy/tea-uil-side-by-side/academic-requirements