

2015-2016 Verification of High School Completion Status

Name of Institution

Name of Certifying Official

Name of student (Last, First)

Student SSN

I, the above-named certifying official, certify that I will be providing one of the following documents in order to substantiate the High School Completion status of the student listed above and I have deemed it sufficient to meet the requirements set forth by the U.S. Department of Education (***the document selected must accompany this form in order to be considered sufficient***):

- A copy of the student's high school diploma
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- A copy of the student's GED (General Educational Development certificate) or GED transcript
- Certification of a passing score on a test that the student's state authorizes and recognizes as the equivalent of a high school diploma. This includes tests similar to the GED, such as the High School Equivalency Test or the Test Assessing Secondary Completion.
- A copy of the "secondary school leaving certificate" or similar document, obtained from the appropriate government agency, for students who completed secondary school in a foreign country. If your college does not have the expertise to evaluate foreign secondary school credentials or chooses not to do so, there are evaluation services available.
- An academic transcript that indicates the student has successfully completed at least a 2-year program that is acceptable for full credit toward a bachelor's degree
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), I am providing a copy of that credential for the above listed student
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.
- If the student does not qualify for any of the above options, the student may be permitted to receive Title IV funds by completing an ATB alternative examination with a passing score. For students that fit this criteria, **please submit a completed Ability-to-Benefit Alternatives Eligibility Affirmation Form, which can be found on the VFAO website, along with ATB test results.**

CERTIFICATION AND SIGNATURE

The person signing below certifies that all of the information reported is complete and correct

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both

Certifying Official's Signature

Date