

1.11 EDUCATION VERIFICATION PROCEDURES

When an offender applies for an education program, the following steps should be taken:

1. Check "Sec. Ed. Claim:," "Col. Ed. Claim:" and "Ver:" sections on the EDIC screen to determine what grade level the offender claimed and what has been verified.
2. If a college claim needs to be verified, follow the procedures in Section 1.10 of these guidelines.
3. If the "Sec. Ed. Claim:" is 11 or lower, it is not necessary to send for a-transcript to verify the claim.
4. If the "Sec. Ed. Claim:" is 12H and there is nothing in the "Ver:" space, the education level must be verified.
5. If the claim for "Sec. Ed. Claim:" is 12H and the "Ver:" column indicates a 12H, it is not necessary to send for additional verification. A copy of the screen indicating the verified 12H can be provided to the college.

In order to verify an education claim, the following steps should be taken:

1. If "Ver:" shows no information and the "Sec. Ed. Claim:" is:
 - a. 11 or Lower - There is no need to verify education level for college because college eligibility requires either a high school diploma or a GED, unless the offender is verbally changing his educational claim, claiming a high school diploma or G. E. D.
 - b. 12H- If the offender left school prior to 1989, send the HD-316 (Example 1.13-7) to the last school attended. If the offender left school in 1989 or later, the TEA database should be checked. If the Unit does not have TEA access, send the TEACLAIM e-form to the WSD Intake & Records Department for verification on the TEA computer. If the TEA database does not have information, an HD-316 shall need to be completed and sent to the school attended.

- c. G or F- The TEA database should be checked. If the Unit does not have TEA access, send the TEACLAIM e-form to WSD Intake & Records Department for verification on the TEA computer. If TEA does not have information, an HD-316 shall need to be completed and sent to the test center. If the GED was taken out of State, an HD-316 shall need to be completed according to directions found in the WSD Intake & Records Department Handbook for the appropriate State.
 - d. F - There is no need to verify education level for college because college eligibility requires either a high school diploma from an accredited High School or a GED, unless the offender is changing his educational claim, verbally claiming a high school diploma or GED.
2. If "Ver:" shows no information and the "Col. Ed. Claim:" is:
 - a. 1st Year college (or higher) - Verify high school (as in 12H above) and send HD-320 to each of the colleges attended.
 - b. G, 1st year college (or higher) - Verify GED (as in G above) and send HD-320 to each of the colleges attended.
 3. If "Ver:" shows information:
 - a. Ver: <12, Claim: 12H - Offender is not eligible for college, unless at least 3 hours of transferable college credit has been earned and verified.
 - b. Ver: F, Claim: G or F - Offender is not eligible for college, unless at least 3 hours of transferable credit has been earned and verified.
 - c. Ver: G, Claim: G - If the college requires a hard copy of GED scores, the college must complete the appropriate TEA "GED Certificate Verification Request and Release Form" or the "Request for a Duplicate GED Certificate Form." If a fee is required to obtain scores, the offender shall be responsible for all costs.
 - d. Ver: 1st year college (or higher), Claim: Anything - Send the HD-320 to all colleges attended if an original transcript is needed, with the receiving college identified in the upper left corner of the form. If the college shall accept a copy of the transcript, contact the prior Unit for a copy or send an E-mail request to the WSD Intake & Records Department if the prior Unit has no copy.

- e. Ver: 12H, Claim: 12H or higher - If the college requires a hard copy of the high school transcript, the college must write to the high school and request that offender's transcript be sent directly to the college. The college shall provide a copy of the high school transcript to the Unit for placement into the offender's education file.

The following procedures should be followed for TEA verification.

The TEACLAIM e-form is sent in by Units who either do not have TEA access and need the WSD Intake & Records Department to check TEA for an educational claim, or they have TEA access but do not have access to update the information they verify on TEA on the Assessment Screen (F11/I) in EDIC. Units that do not have a printer connected to their TEA computer shall also send the TEACLAIM e-form when inside scores or failed outside scores are needed by the WSD Intake & Records Department. Follow the instructions below for completing the TEACLAIM e-form.

1. Log into the tdcj mainframe.
2. After the cesn screen and log-in screen, type menu.
3. Type ems and press Enter to access the electronic mail system.
4. Select 4 for Outbasket and press Enter.
5. Select 4 for E-Form Summary and press Enter.
6. Use the tab key to move the cursor in front of TEACLAIM and type s to select the e-form. Press Enter.
7. Use the tab key to move to the first field. The cursor shall automatically move to each field once you begin entering information.
8. All required fields must be completed before the e-form shall allow you to move down to the second page of the e-form. The only two fields that do not have to be filled in are PRIOR TDCJ NUMBER and ALIAS NAME. These two fields are optional and only need to be filled in when applicable. If they are not applicable, tab to the next field.
9. If your Unit needs the WSD Intake & Records Department to check TEA for an educational claim, please use the CLAIMED column. (Press F8 to move to the second page when needed. Then to go back to the first page, press F7.) Put an "X" in front of the correct claim. If a grade level is claimed, please enter the grade level to the right of HS GRADE LEVEL.

10. If your Unit needs the WSD Intake & Records Department to update the EDIC screen from a TEA verification, please use the VERIFIED column. (Press F8 to move to the second page when needed. Then to go back to the first page, press F7.) Put an "X" in front of the correct verification. If a grade level is verified, please enter the grade level to the right of HS GRADE LEVEL.
11. Press Enter when the form is complete.
12. Type s at the action line to send the e-form to the WSD Intake & Records Department or sprint to send the e-form and also get a printout for your files and Enter.
13. When an e-form is received in the WSD Intake & Records Department, the information shall be checked on TEA. If you sent in a claim, you shall receive a response by e-mail showing what was verified on TEA, and updates shall be made on EDIC as needed. If you sent in a verification, the record shall be updated on EDIC as needed, but you shall receive no e-mail response unless there is a question about your verification.