



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-10.09 (rev. 1)
DATE: November 30, 2010
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**SUPERSEDES: OP-10.09
March 10, 2010**

OPERATING PROCEDURES

SUBJECT: EDUCATION VERIFICATION PROCESS

AUTHORITY: Texas Education Code Chapter 19; WBP-08.01, "Student Eligibility for Windham School District Programs"

APPLICABILITY: Windham School District (WSD)

POLICY:

Offenders confined in the Texas Department of Criminal Justice (TDCJ) are eligible for programs and services provided by the WSD. Such participation shall be in accordance with the TDCJ Individualized Treatment Plan (ITP). Placement shall be contingent upon ITP guidelines. Offenders with education needs who are eligible for placement according to the ITP guidelines shall be required to attend WSD programs. In addition, individual programs have specific eligibility requirements.

DEFINITIONS:

"Individualized Treatment Plan" (ITP) is a plan of treatment programs aimed at reducing recidivism, improving knowledge, social interaction, and life skills of offenders. This plan is established for each individual offender sentenced to TDCJ Correctional Institutions Division and provides staff with direction in the placement of offenders in treatment programs.

PROCEDURES:

I. Education Verification Process

- A.** At intake, offenders complete an Education History and Language Survey (HD-1404) indicating their level of education. When an offender claims to have a high school diploma, high school equivalency certificate (GED), or college hours, the nonverified claim shall be verified in order to comply with eligibility requirements for GED testers as cited in the WSD GED Manual (Share Drive, INS, Public, Counseling and Testing, Manuals).

- B. For WSD purposes, a high school diploma is defined as graduation from a high school accredited by a WSD-recognized accrediting agency.
- C. Procedures for verification are as follows:
1. Check the EDIC screen to determine if any education has been verified. Also check for a "Y" in the "HD-316 Approved?" field on the EDIC screen, indicating that the education verification process has already been completed.
 2. If the education claim has not been verified and the offender claims to have a diploma from a Texas public high school or a Texas-issued GED, check the Texas Education Agency (TEA) screen for verification. Instructions are available in the *Records Department Handbook* located on the WSD Intranet under Operational Support.
 - a. Texas high school diplomas from 1989 to present should be indicated.
 - b. Texas GEDs from June 1994 to present will be indicated. All Texas GEDs may be found on the TEA screen if the original test center reported the scores.
 3. If education is not verified on the EDIC screen or through TEA, or if the offender claims to have graduated from a private or out-of-state school, WSD staff shall complete an Education Verification Form (HD-316), available through the Media Center.

WSD staff shall complete Section I of the HD-316 and Section II, except for the offender's signature. Print the offender name used while in attendance and years attended and circle either "did" or "did not" graduate.
 4. WSD staff shall send the completed HD-316 to the school district. (Refer to the *Records Department Handbook* for school contact information and HD-316 distribution instructions). If the offender claims to have graduated from an out-of-country high school, complete the HD-316, keep the pink copy and forward the white and yellow copies to the WSD Records Office for processing.
 5. All of the above procedures should be completed within five working days of the offender's arrival on the unit. Step by step instructions are available in the *Records Department Handbook*.
 6. If the WSD Records Office does not receive a response within 30 days, the HD-316 shall be resent. The Records Office staff checks to be sure the request was sent out correctly the first time, before resending the request to the same location. If no response has been received by the end of the

second month, the pending HD-316 is processed as "no record found."

II. Education Verification Results

With the results, a determination shall be made as to whether or not the offender has a high school diploma.

- A. If the information obtained through this process verifies that the offender has a high school diploma from an accredited high school or a GED, Records Office staff shall enter the appropriate information on the EDIC screen.
- B. If the verification indicates less than a high school diploma, if no record was found, or if the diploma was from a nonaccredited or out-of-country high school:
 - 1. Records Office staff shall forward the documentation to the administrator of the Counseling, Testing and Records Department.
 - 2. The administrator shall give final approval of the HD-316 Education Verification.
 - 3. The Records Office staff shall enter "Y" in the "HD-316 Approved?" field on the EDIC screen, indicating the completion of the education verification process with no high school diploma verified.

* Signature on file _____

Marjie Haynes

Director, Division of Instruction