

2020-2021 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.***):

***Please note that if the document submitted does not match the response on the FAFSA, then the FAFSA will be subject to corrections for the High School Completion field.***

- A copy of the student's high school diploma or a student's final official high school transcript that shows the date when the diploma was awarded
- A copy of the student's DD Form 214 Certificate of Release or Discharge from Active Duty that indicates the student is a high school graduate or equivalent
- A copy of the student's GED (General Educational Development certificate) or GED transcript or a 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, ***and supporting documentation from these agencies must be attached.***
- 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.
- For ***graduate students*** only: no high school status documentation will be requested if confirmed that two years of undergraduate coursework is required for admission in to program. Please submit academic transcript confirming student has completed the two years of undergraduate coursework.
- 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.***

\*A student who is unable to obtain the documentation listed above must contact the financial aid office.

**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