**VERIFICATION OF ENROLLMENT (VOE) FORM FOR DPS PURPOSE**

Requests for a VOE will be done in the order received and be available the following school day after “A” lunch if the student qualifies.

A Verification of Enrollment (VOE) is needed when you apply for an instructional driver’s permit and/or a license to operate a motor vehicle.

Specific enrollment conditions are required by the Department of Public Safety (DPS) to obtain or renew a license.

Conditions that are required for a VOE:

1. Student is currently enrolled in a public or private school.

2. Student was present for 90 percent of his/her classes during the previous semester (If the student was not enrolled at Lamar please submit a report card from the previous school when signing up).

3. Student received credit for all classes in the previous semester.

To request, the student must put their name and HISD Student ID number on the VOE sign-in sheet, which is located in Attendance office in N111.

A VOE form is good for one month; the student must sign it as soon as they get it.

For students turning sixteen (16) during the summer, a VOE can be issued prior to the end of the school year in May and will be good for the entire summer.