

***GUIDE FOR HIGH SCHOOLS
IN PREPARING APPLICATION FOR
APPROVAL OF HIGH SCHOOL DIPLOMA PROGRAMS FOR
VETERANS AND OTHER ELIGIBLE PERSONS
UNDER SECTION 3675, TITLE 38, UNITED STATES CODE***

**Workforce Training and Education Coordinating Board
State Approving Agency
PO Box 43105
Olympia, WA 98504-3105
(360) 709-4626**

TO: High School Superintendents, Principals and Guidance Counselors

FROM: Jim Parker
Veterans Education Program Manager

The law pertaining to the approval of programs of education for students who are eligible to receive GI Bill® benefits requires: (1) the student to make satisfactory progress in order to maintain eligibility for such benefits and; (2) schools have a system for determining when students are not making satisfactory progress and to so notify the VA. Generally, post secondary institutions address this requirement through the establishment of Grade Point Average and Probationary and Dismissal Policies. High Schools, on the other hand, generally do not have academic standing requirements and probationary and dismissal policies that are academically based.

Since the enactment of a law a few years ago which allows eligible children to receive GI Bill benefits after the age of 18 while still pursuing a high school diploma, the number of high schools requesting and receiving approval quickly escalated. With the increased number, we have become aware of the occasional situation where a dependent in receipt of VA benefits is not progressing satisfactorily.

We are therefore, recommending the following policy below for High Schools that do not have a satisfactory progress policy.

**POLICY REGARDING SATISFACTORY PROGRESS
FOR STUDENTS IN RECEIPT OF VA EDUCATION BENEFITS
WHILE ENROLLED IN DAY TIME HIGH SCHOOL DIPLOMA PROGRAMS**

Day time high diploma program approval will be based on the requirement that the program not be open ended; i.e., students are expected to be making satisfactory progress while pursuing courses toward their high school diploma. Satisfactory progress will be defined as a student maintaining a C average or the equivalent. A student who is not maintaining a C average or the equivalent will be considered to be not making satisfactory progress and will be placed on a probationary status (for VA benefit purposes) for a period of time not to exceed one academic term. If the student has not gained satisfactory progress at the conclusion of one term then the school will notify the VA so that the benefits will be terminated until such status has been achieved.

We appreciate your assistance with the implementation of the above policy and your interest in serving the dependents of our nation's military personnel and veterans.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at

<https://www.benefits.va.gov/gibill>

DIRECTIONS FOR HIGH SCHOOLS IN PREPARING APPLICATION MATERIALS FOR APPROVAL OF HIGH SCHOOL DIPLOMA PROGRAMS FOR VETERANS AND OTHER ELIGIBLE PERSONS UNDER SECTION 3675, TITLE 38, UNITED STATES CODE

The Workforce Training and Education Coordinating Board has been designated to serve as the state-approving agency responsible for the approval of non-college degree educational and training programs under the GI Bill®.

This application should be as complete as possible as this document, once approved, will form the basis for your approval to train veterans or other eligible persons. Responses to this application can include references to other official school publications. If space is not adequate, please use additional sheets.

NOTE: Submit original and one (1) copy of this application and additional sheets used (if applicable).

Name of Institution _____

Address _____ Telephone _____

Current Chief Administrative Officer _____ Title _____

Name of Person Preparing this Package _____ Telephone _____

IMPORTANT INFORMATION

- The high school will make available the records and necessary data required for approval under Section 3675, Title 38, U.S. Code, for inspection by authorized representatives of the Workforce Training and Education Coordinating Board and the Department of Veterans Affairs Regional Office (DVARO) {Code of Federal Regulations CFR 21.4209 (a) (1)}.
- The high school will retain records for at least three (3) years for all students who graduated, dropped out, or transferred {CFR 21.4209(f)}.
- It is understood that adequate records must be kept to show attendance and progress of each veteran or eligible person. The records must be updated at least monthly. The records must be sufficient to show continued pursuit at the rate for which the student is enrolled and that progress is being made. The records must include a final grade in each subject for each term/semester and record of withdrawal from school to include the last date of attendance.
- For each eligible person, the high school will maintain a written record of previous education and training which clearly indicates that the appropriate credit has been given by the school for any applicable previous education and training, with the training period shortened proportionately, and the person and the DVARO so notified.

I have read and understand the above information, certify that the school qualifies for approval consideration, and submit this application based on these requirements under the provisions of Section 3675, United States Code.

SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

DATE

APPLICATION FOR APPROVAL OF HIGH SCHOOL DIPLOMA

1. List the specific program for which approval is requested, and the total number of credits required for graduation.

2. Names and addresses of off-campus sites/branches where some, or all of these programs will be offered. Complete the attached off-campus list.

3. School Calendar.

Outline on a separate sheet if not completely described in school materials. (Legal holidays, vacations, beginning and ending dates of each semester/term and other important dates).

4. Attendance Policies AND Standards of Progress. Describe.

5. Policy on student conduct and conditions for dismissal. Describe.

6. VA Form 22-8794, Designation of Certifying Official(s), enclosed. Please complete, sign and date.

7. VA Form 20-8206, Statement of Assurance of Compliance with Equal Opportunity Laws, enclosed. Please complete, sign, and date.

THIS APPLICATION MUST BE ACCOMPANIED BY:

- a. A detailed outline for each program showing subjects or units in the program and credit awarded for successful completion of each subject or unit;
- b. An identification by course number of all supplemental delivery modes; i.e., practical training, cooperative education, for each program.

I certify that this completed application and the materials (plan and addenda) being submitted to support our request for approval to train veterans and other eligible persons are true and correct in content and policy as required by Code of Federal Regulations 21.4253(d).

SIGNATURE OF CHIEF ADMINISTRATIVE OFFICER

DATE