

# VOE Requests

VOE's will be processed by the WHS Data Processor, and printed for students in good standing. State mandates: 90% or better attendance in each class for previous semester; enrolled for the entire semester.

1. Guardian may come into the AP office and place student's name on the VOE Request list.

or

2. Guardian may send student into the AP office with a note signed by guardian, then student may place his/her name on the VOE Request list. Note should state "please issue a VOE to Child/Student #".

or

3. Guardian may fax a note with his/her signature to (512) 732-9272. (No cover sheet required)  
Note should state "please issue a VOE to Child/Student #".

VOE requests made by 11am will be ready the same day after 1pm.

VOE requests made after 11am will be ready the next day after 1pm.