

**ASSOCIATED BETH RIVKAH SCHOOLS
DIVISION OF HIGHER LEARNING**

POLICY ON VERIFICATION OF HIGH SCHOOL DOCUMENTATION

Graduation from a high school program is a requirement for eligibility for federal Title IV financial aid.

Diplomas are reviewed to ensure the information is complete and clearly documents high school graduation. Specific focus is placed on the name and address of the high school to ensure that the entity issuing the documentation is not a bogus institution or an entity that charges a fee for the issuance of the diploma while requiring the student to perform little or no work.

The procedures below are used to evaluate the validity of a student's high school diploma if the institution has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary education:

1. Is the high school well known to Associated Beth Rivkah Schools staff as an institution providing secondary education? If so, one of the following is obtained as confirmation that the student completed a secondary program offered by the high school:
 - i. Transcripts;
 - ii. Written descriptions of course requirements; or
 - iii. Written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of coursework at the high school;
2. If the high school is unfamiliar to Associated Beth Rivkah Schools staff, the name of the high school is checked against established and reliable national high school directories to see if school is listed. If so, one of the following documents is obtained as confirmation that the student completed a secondary program offered by the high school:
 - i. Transcripts;
 - ii. Written descriptions of course requirements; or
 - iii. Written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of coursework at the high school;

3. If the high school does not appear in any established national directories, the high school is contacted directly and information about the school's high school curriculum, programs, faculty, officials and graduation requirements is gathered. A professional and informed determination is then made as to whether the high school information received appears legitimate and consistent with any applicable state agency requirements. If so, one of the following is obtained as confirmation that the student completed a secondary program offered by the high school:
 - i. Transcripts;
 - ii. Written descriptions of course requirements; or
 - iii. Written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of coursework at the high school;
4. If the high school cannot meet any of the criteria listed above, the high school is not verified and cannot be used to satisfy the requirement of successful high school completion.