



# Texas Certificate of High School Equivalency

## High School Withdrawal Form for a 17-Year-old Applicant

When necessary, this form is to be completed for a 17-year-old who is seeking to take a high school equivalency test in Texas, and is not enrolled in an approved [High School Equivalency Program](#) (HSEP). Content is not used for reporting purposes at TEA.

Today's Date:

### Instructions\*

1. This form must be completed by the Campus Principal or Designee, **not the test-taker**.
2. The school completes this form and **saves** the PDF.
3. The school opens a [Help Desk ticket](#).
4. Follow the directions on the ticket to attach the PDF file and submit the request to TEA.
  - a) The test-taker should provide the school their Test Vendor ID number to complete the Help Desk ticket.

\*Note: This document is only necessary when TEA cannot confirm that the test taker is currently withdrawn from school. The TEA will request that the test taker have this form completed by the school they would be attending if enrolled.

### Test Taker Information

Test Taker Name:

Test Taker Date of Birth:

Test Taker email:

### High School Information:

School Campus Name:

School District Name:

Campus Principal or Designee:

Campus Principal or Designee Phone Number:

### Current Test-taker Status:

The above test-taker has withdrawn from this school and is not enrolled in a [High School Equivalency Program](#) (HSEP).

Withdrawal Date: