



# **High School Equivalency Program Development, Renewal, and Intent**



**May 29, 2018**  
**Application Packet**

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**MEMORANDUM**

**TO:** School District Superintendents  
High School Equivalency Program Administrators

**FROM:** Toni Y. Kersh, Bureau Director  
Compulsory School Attendance Enforcement

**DATE:** May 29, 2018

**SUBJECT:** 2018-2019 High School Equivalency Application

The High School Equivalency (HSE) Program (formerly GED Option) application process is now open for the upcoming 2018-2019 school year and is attached. The application **must** be submitted on all **new forms** along with the district superintendent's signature no later than **June 15, 2018**. In addition, please find attached the High School Equivalency (HSE) Program Student Roster due: **September 14, 2018, updated January 15, 2019, and June 15, 2019** and Test Report due **June 15, 2019**.

Thank you for all that you do for the children of Mississippi.

Attachments: State Board Policy Chapter 7  
Application Packet  
Monitoring Tool

## High School Equivalency Program (HSEP) Application Instructions

**HSEP application packages are to be submitted annually by JUNE 11<sup>th</sup>, with the exception of the student roster. The student roster for a new school year must be received and approved by SEPTEMBER 15<sup>th</sup>. Applications including the student roster approved after September 15<sup>th</sup> may not be able to obtain a testing schedule from the local community college for the current school year.**

1. **Program Intent and Renewal** - This document shall be submitted annually by every school district. This includes school districts that are renewing their program, do not have a program, and school districts that plan to discontinue a program. The lead school district in a consortium should collect the signed intent forms from all participating districts and submit them when they submit their complete application package to Mississippi Department of Education (MDE). (Due June 11<sup>th</sup>)
2. **Required Assurances** – This document is to be submitted ONLY by school districts that have a continuing program from the current 2018-2019 school year. The lead school district in a consortium must submit a signed copy (signed by administrator ONLY of lead school district) of this document along with the signed intent forms from all participating districts.
3. **Application for Program Development** - This document shall be submitted annually by school districts with a **NEW High School Equivalency Program for the 2018-2019** school year. The lead school district in a consortium should submit one application page for all participating districts. (Due June 11<sup>th</sup>) (**Attachment A**)
4. **Student Roster** – School districts with a new or continuing program shall submit this document 30 days after the actual implementation date of the program. School districts with an ongoing program shall submit this document annually by September 15<sup>th</sup>. All districts and the lead school district in a consortium should submit one roster that includes students from each participating school district. School districts should submit updated rosters by January 15<sup>th</sup> and June 15<sup>th</sup> that will reflect the information from any previous rosters and any additions. Both updated rosters should reflect the current status of students. (**Attachment B**)
5. **Test Report** - This document shall be submitted by new or continuing programs annually on June 15<sup>th</sup> along with summer results **if applicable** (see test report). The lead school district in a consortium should complete one test report that includes students in all the participating districts. (**Attachment C**)

**Required Assurances**  
**Instructional and Administrative Guidelines**  
**State Board Policy Chapter 7 Alternate Education Programs – Rule 7.2 GED Standards**

**Guideline 1.1**

District selection procedures ensure that students who enroll in the High School Equivalency Program (1) are credit deficient and (2) are academically capable of completing graduate requirements.

- The student must be at least 16 years of age;
- The student must be at least one (1) full grade level behind his or her ninth grade cohort *or* must have acquired less than four (4) Carnegie units;
- The student must have taken every opportunity to continue to participate in course work leading to a regular diploma; and
- The student must be certified to be eligible to participate in the High School Equivalency Program by the school district superintendent.

Prior to enrolling any student in the secondary High School Equivalency Program, schools and districts must:

- Provide all available interventions and support (i.e., tutoring, counseling, and advising) to the student (documentation should be available regarding these efforts and results).
- Provide counseling to any prospective student and his/her parent or guardian explaining the program and expectations (including advantages and disadvantages of the Secondary High School Equivalency Program as opposed to the regular high school diploma).
- Obtain written agreement from the student and parent or guardian for voluntary program participation.
- Submit a copy of the local school board minutes approving High School Equivalency for their district with the completed application package.

Prior to taking the GED tests, school districts must:

- Ensure that content includes standardized GED-instructional materials and delivers high quality academic content to students as well as resources to deliver high quality academic content to students.
- Ensure that workforce development instruction and activities focus on knowledge, skills, and abilities required for securing and maintaining employment.
- Ensure that High School Equivalency instructional time and workforce development is determined by the district based on the individualized needs of students.
- Ensure that GED testing is set only when a student has prepared and studied sufficiently to pass the GED exam.

**Guideline 1.2**

Counseling is required prior to enrollment and must be available throughout participation in the GED Option. Districts and schools must:

- Provide adequate access to certified counselors and academic advisors.
- Provide pre-entry counseling.
- Provide regular academic, career, and guidance counseling services to students enrolled in the secondary High School Equivalency Program.
- Provide follow up counseling (after the student has completed the program).
- Keep counseling and advising records on each student served in the program.
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### **Guideline 1.3**

Curricula and instructional content must be at the high school level and designed so that:

- The curriculum and instructional methodology must address the individual needs of each student as specified in an Individual Education and Career Plan (IECP) developed at the time of placement. The IECP committee (the committee should include an academic counselor, academic teacher, principal, and vocational personnel) will emphasize academic/instructional needs of the student, job readiness skills, and work experience options.
- Appropriate assessment and evaluation of each student's educational progress shall be conducted and reported to student and parent/guardian at regular intervals according to established policy approved by the local school board. Assessment and evaluation records will be appropriately maintained to ensure individual student confidentiality.
- Students participating in an approved High School Equivalency Program, who are enrolled in subject area courses through January 31 in a school with a traditional class schedule or who are enrolled in subject area courses through October 31 or through March 31 in a school on a block schedule, shall be required to take the end-of-course subject area tests for those courses in which they are enrolled.
- Students shall have access to materials and resources specifically designed to prepare the students to pass the GED Tests and obtain a GED certificate.
- Students participate, in addition to the required hours of direct instruction, in at least one of the following each semester:
  - service learning;
  - career and technical education;
  - additional coursework;
  - an internship;
  - a cooperative learning project; or
  - any other learning activity aligned with the student's Individual Education and Career Plan.
- Students have a career component and may participate in job readiness/employability skills training, career exploration/vocational training, or work experience options.

### **Guideline 1.4**

To ensure effective instructional delivery, sufficient instructional resources, and qualified staff must be allocated to the secondary High School Equivalency Program. Districts must:

- Staff High School Equivalency Programs with qualified and certified instructors.
- Provide supervision of the instructional program in each of the content areas (Math, English, Social Studies, and Science).
- Provide at least 15 hours of instruction per week for each student enrolled.
- Provide a student/teacher ratio of no more than 15:1.
- Ensure program staff participates in annual professional development specific to the High School Equivalency Program.
- Provide adequate instructional resources for student success.

### **Guideline 1.5**

Successful students should receive official recognition. Recognition programs will be determined by the district and may include:

- Special program and/or
- Recognition at a school or district function.

**Guideline 1.6**

Districts and schools are responsible for collecting data on the students served by the High School Equivalency for reporting to the Mississippi Department of Education. This data will include, but is not limited to:

- 1) Student Roster (include race and gender);
- 2) Instructor to student ratio;
- 3) Number of students who pass the HSE test by race and gender;
- 4) Number of students who do not pass the HSE test by race and gender;
- 5) Number of students who take the HSE test by grade, race, and gender; and
- 6) Number of certified teachers assigned to the program.

Provide a narrative for the following (***See Section A, page 9***):

- 7) HSE testing process;
- 8) Instructional delivery methods/strategies in program;
- 9) Instructional resources available;
- 10) Referral process;
- 11) Selection process; and
- 12) Type of recognition ceremony.

**Mississippi Department of Education  
High School Equivalency Program (HSEP)  
Application for Program Development**

Application Completed by \_\_\_\_\_ Application Date \_\_\_\_\_

Name of School District \_\_\_\_\_ School District Code \_\_\_\_\_

School District Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email \_\_\_\_\_

Program Address \_\_\_\_\_

**Please check all appropriate box(es) below to indicate the district's High School Equivalency Program intent:**

( ) **Discontinuation of Program** The school district will discontinue the HSEP during the 2018-2019 school year based on \_\_\_\_\_.

( ) **No Program Development** District does not intend to develop a HSEP for the 2018-2019 school year based on \_\_\_\_\_.

( ) **New Program Development** The school district intends to establish a new HSEP during the 2018-2019 school year. (*Complete Pages 8-10*)

( ) **Continuation of Existing Program** The school district will continue an ongoing HSEP during the 2018-2019 school year. (*Complete Pages 8-10*)

( ) **Current Program Participant** The school district has entered an agreement with \_\_\_\_\_ (school district) as the lead for AE/HSEP.

( ) **Current Program Lead** The school district has entered an agreement to serve as the lead AE/HSEP administrator for (list feeder districts/associated school codes and **attach the contractual agreement to participate in a consortium for MDE Board approval**):

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**Section A** (to be completed by all districts)

<b>Guideline</b>	<b>Based on the <i>High School Equivalency Required Assurances</i>, pages 5-7, provide a brief narrative for each guideline describing how the program meets state regulations and standards.</b>
1.1	
1.2	
1.3	
1.4	
1.5	
1.6	

**Section B** *(to be completed by all districts)*

**Mississippi Department of Education  
High School Equivalency Program (HSEP)  
Required Assurances Acknowledgement**

**District** \_\_\_\_\_

**School(s) implementing HSEP** \_\_\_\_\_

The Mississippi Department of Education has outlined Instructional and Administrative Guidelines which will be utilized by the Department to monitor program compliance. District staff signatures provide acknowledgment of the reception of required assurances and of the district's intent to implement compliant programs.

**Superintendent** \_\_\_\_\_  
(please print)

**Signature** \_\_\_\_\_

Please Return to:  
Mississippi Department of Education  
Office of Compulsory School Attendance Enforcement  
359 North West Street/P. O. Box 771  
Jackson, MS 39205-0771

**Mississippi Department of Education  
High School Equivalency Program Student Roster**

School District \_\_\_\_\_ District Code \_\_\_\_\_ Contact Person \_\_\_\_\_ Date \_\_\_\_\_  
 Consortium (if applicable) \_\_\_\_\_ Feeder Districts, if applicable \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

This document should be submitted by September 15<sup>th</sup> and updated January 15<sup>th</sup> and June 15<sup>th</sup>, annually.

**Reminder:** High School Equivalency Program students must be 16 years old, enrolled in school and one (1) grade level behind or have earned less than 4 Carnegie units.  
**This document should be completed for High School Equivalency students only. Do not include pre-High School Equivalency students.**

Student Name	Date of Birth	Race & Gender	Last Grade Level	High School Credits Before Placement	Date Student Entered HSEP/ (formerly GED Option)	Entry Reading Level of HSEP Student	Check if student has SPED eligibility	Date student was removed from HSEP/ (formerly GED Option)	HSEP Results Pass, Fail, Other (Specify)

Race: W-White B-Black A-Asian H-Hispanic O-Other      Gender: F-Female M-Male      Reason: P-Pass F-Fail O-Other

Mississippi Department of Education  
High School Equivalency Program Test Report

This document should be submitted by **June 15<sup>th</sup>** or after the last test results for the school year (August – May) have been received, whichever comes first. The lead school district in a consortium shall submit one test report that includes all districts. Test results for students who test during the summer months may be included on the test report for the next school year and should be included on the student roster for the next school year. However, if the district wants those students counted for the school year just completed, see Summer Test Results below.

School District/Lead School (Consortium) \_\_\_\_\_  
School District Code \_\_\_\_\_ School Year \_\_\_\_\_ Current Date \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**CONSORTIUM ONLY**

Feeder School & Code \_\_\_\_\_ Feeder School & Code \_\_\_\_\_  
Feeder School & Code \_\_\_\_\_ Feeder School & Code \_\_\_\_\_  
Feeder School & Code \_\_\_\_\_ Feeder School & Code \_\_\_\_\_  
Feeder School & Code \_\_\_\_\_ Feeder School & Code \_\_\_\_\_

**All High School Equivalency Programs**

Number of students enrolled in program this school year \_\_\_\_\_  
Number of students who left program before being tested \_\_\_\_\_  
Number of students tested \_\_\_\_\_  
Number of students who passed all tests \_\_\_\_\_  
Number of students who did not pass all tests \_\_\_\_\_  
Number of students who left program after failing tests \_\_\_\_\_  
Number of students who will likely continue the program during the new school year \_\_\_\_\_  
Ratio of advisors to students \_\_\_\_\_  
Ratio of counselors to students \_\_\_\_\_

Do you plan to have a High School Equivalency Program next school year? (If not, please explain.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summer Test Results**

Any districts planning to submit their summer results to MSIS to be counted for the current school year must complete the information requested below. The results should be mailed to our office by **June 15<sup>th</sup>** along with the requested information above.