



Elsie Arntzen, Superintendent
 Montana Office of Public Instruction
 P.O. Box 202501
 Helena, MT 59620-2501
 406-444-4438
 www.opi.mt.gov

**MONTANA HIGH SCHOOL
 EQUIVALENCY (HSE) TESTING
 PROGRAM
 16-YEAR-OLD WAIVER
 APPLICATION FORM**

HSE Test Center: _____ City: _____ ETS ID#: _____

APPLICANT SECTION (to be completed by Applicant)

Date of Birth: _____ Sex: Male Female

Phone Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Last School Attended: _____ City: _____ State: _____

Last Date Attended: _____ Highest Grade Completed: _____

(month/year)

Applicant Signature _____

Date: _____

SCHOOL SECTION (to be completed by chief education officer)

- The applicant is no longer enrolled in school. Date of dropped enrollment _____. Attach: 1) school withdrawal document verifying applicant has been out of school 90 days OR 2) letter of approval to pursue HSE on school letterhead signed by chief education officer providing applicant's withdrawal date.
- The applicant last attended school in a state other than Montana. The applicant has been advised of local in-school options and has never enrolled in this public school district. Attach verification letter.
- The applicant has graduated from a high school not accredited by the state of Montana. Date of graduation _____. Attach request letter.
- The applicant resides at a Job Corps Center; youth correctional facility; group home; alcohol/drug treatment center; or is under court/youth probation jurisdiction. Applicant's circumstances and withdrawal from tradition school setting warrant pursuit of HSE. Attach facility director's request letter.

I certify the applicant and his/her parent, legal guardian, or advocate have been advised of available in-school options and that pursuit of a HSE is considered in this applicant's best educational interest.

School Name: _____ Address: _____ City: _____ State: _____ Zip: _____

School Phone Number: _____

 School Official's Signature

PARENT/LEGAL GUARDIAN/ADVOCATE* SECTION (must be notarized)

I hereby authorize by my signature permission for _____ to pursue a high school equivalency credential through the HSE Testing Program.

Parent/Legal Guardian/Advocate* Signature _____ Date _____ Daytime Phone Number _____

*Advocate: A responsible adult with knowledge of the applicant's substantial and warranted reasons for leaving regular school program. Advocate's signature required in lieu of parent/legal guardian signature when applicant does not live with parent/legal guardian.

Relationship to Applicant: (check one) PARENT LEGAL GUARDIAN ADVOCATE (Title _____)

Mailing Address: _____ City: _____ State: _____ Zip: _____

TO BE COMPLETED BY NOTARY PUBLIC: Subscribed and sworn to before me this _____ day of _____, 20 _____
 Signature of Notary Public _____

My commission expires _____, 20 _____

CHECK LIST FOR FILLING OUT THE 16 YEAR-OLD WAIVER FORM

Waiver of Minimum Age Requirement: An applicant 16-years of age who because of special and warranted circumstances is no longer enrolled in a regular school program may apply for a waiver of the minimum age requirement provided the following criteria can be documented (16-year old waiver applications must be submitted for review and approval to the State HSE Administrator prior to testing):

- 1. Completed, signed and notarized 16-year old Age Waiver Application Form with required school documentation attached (2C) demonstrating consensus of applicant; school officials; and applicant's parent/legal guardian that the HSE testing program is considered in the best educational interest of the applicant;
- 2. Original letter from an Adult Basic Education (ABE) Director or Literacy Program Director certifying that the applicant has enrolled in/attended HiSET preparation classes and is academically prepared to attempt the HiSET Test Battery; and/or documentation from same source certifying the applicant obtained pre-test scores substantiating preparedness for the official HSE Test Battery;
- 3. Letter of documentation, on official letterhead, establishing applicant's need to obtain a HSE at age 16, originally signed and coming from one of the following:
 - a) post-secondary admissions officer
 - b) employer requiring HSE for employment purposes