

MONTANA HiSET OPTION PROGRAM SCHOOL DISTRICT APPLICATION



Montana
Office of Public Instruction
Elsie Arntzen, State Superintendent
opi.mt.gov

APPLICATION CHECKLIST

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Superintendent and School Board Chair

Statement of Assurances

School Board Chair _____

School District _____

School _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

School District Name _____

I hereby confirm that all staff involved with the HiSET Option Program for this school district are aware of and agree to comply with the assurances and program requirements included in the HiSET Option Program application form submitted by this school district.

Upon notification of program approval the district will certify that:

- The proposal has been approved by the school board and is consistent with existing district policies, rules and contracts.
- The district agrees to support the implementation of the HiSET Option Program as proposed in the district application.
- The district agrees to the provisions and requirements of the HiSET Option Program
- The district agrees to provide information as requested by the Montana Office of Public Instruction (OPI) in a timely manner
- The school board has read 10.55.906 of the Montana Annotated Code and understands their legal role in this process.
- It is affirmed by the School Board that all HiSET Option students must be considered full-time students with all the rights, privileges and responsibilities that entails.

Signature of School Board Chair _____ Date _____



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APPROVAL OF APPLICATION

I approve this application.

School Principal

Name _____

Mailing address _____

Telephone _____

E-mail _____

Signature _____ Date _____

District Superintendent of Schools

Name _____

Mailing address _____

Telephone _____

E-mail _____

Signature _____ Date _____

District Program Coordinator Statement of Assurances

Program Coordinator _____

Program Site _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

Upon notification of program approval the Program Coordinator will:

- Work collaboratively with the Option team to properly identify students for the program.
- Facilitate smooth operations of the program at the school under the guidelines issued by OPI for registering, monitoring testing, and retesting students.

Signature of District Program Coordinator _____ Date _____



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HiSET Chief Examiner Statement of Assurances

- I agree to provide HiSET testing for HiSET Option Program participants at

(Name of test center)

- I understand that the HiSET Option Program participants may take the official tests provided they come with the waiver from the OPI High School Equivalency Specialist.
- I understand that the HiSET Option Program students must provide identification to test and that identification must conform to the standards set for all testers as prescribed by the Educational Testing Service (ETS).

HiSET Test Center name _____

Address _____

Chief Examiner _____

Signature _____

Date _____



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Guideline 1

**HiSET OPTION PROGRAM
PARTICIPANT REQUIREMENTS**

*Please review the HiSET Option Program Guideline 1 and respond to the questions below.

1. Who from your school district will be responsible for identifying potential HiSET Option Program participants?
2. Who will be responsible for submitting the roster of enrolled HiSET Options students to OPI by the second week of the semester?
3. How will you determine that the student is an appropriate candidate for the HiSET Option Program?

**REQUIREMENTS PRIOR TO PARTICIPATING
IN THE HiSET OPTION PROGRAM**

*Please review the HiSET Option Program Guideline 1 and respond to the questions below.

4. What criteria/information will be used to demonstrate that the student has sufficient academic ability and desire to complete instruction and testing?
5. What process will the district use to assure that participation in the HiSET option Program is voluntary and that the contractual obligations outlined in the contract are carried out?



Guideline 2

**COUNSELING REQUIREMENTS DURING
PARTICIPATION IN THE HiSET OPTION PROGRAM**

*Please review the HiSET Option Program participation Guideline #2 and respond to the questions below.

1. How will the district assure that each participant continues to have access to a guidance counselor, or who will be the counselor for the HiSET Option Program students?
2. What process will your district's HiSET Option Program coordinator use to train all counselors in the program? (Counselors may serve as program coordinators.)
3. How will the district assure that each HiSET Option Program participant will have access to postsecondary career pathway counseling? Will the district assure that all HiSET Option program participants participate in MCIS to develop a career portfolio and transition plan to ensure college and career readiness. If you will not be using MCIS, describe your system.
4. How will the MCIS portfolio and the schools records for HiSET Option Program students be managed and monitored?

Guideline 3

**HiSET OPTION PROGRAM DESIGN
CURRICULUM AND INSTRUCTION**

*Please review the HiSET Option Program participation Guideline 3 and respond to the questions below.

1. Describe how you will deliver the test preparation and develop skills for postsecondary readiness. Provide a detailed description of how an Option student's typical day might look including the hourly requirements outlined in Guideline 3 and general credit recovery options and college and career readiness opportunities. This is a basic outline and not intended to limit your academic offerings. Include whether the class will be held in the morning or afternoon, one semester or two. And which semester.



2. What additional classroom and experiential learning activities will be made available to HiSET Option Program participants to assist them in developing higher order thinking skills and test taking skills during their 15 hours of instruction?

3. Based on the student's career portfolio, how would you support their postsecondary goals beyond traditional classroom experiences to ensure that they complete a transition plan that outlines steps for their successful transition to career or post-secondary training?



Guideline 4

**HiSET OPTION PROGRAM
ASSURANCE OF INSTRUCTIONAL DELIVERY**

*Please review the HiSET Option Program participation Guideline 4 and respond to the questions below.

1. Where will the HiSET Option Program class be held? If the class is held off the main high school campus, how will students get to class?

2. Who will deliver the instruction and what type of credential do they have?

3. Who in your school district will be responsible for assuring that instructional content for your program is of high quality and includes best practices, and student centered instruction to meet the diverse needs of learners and that they are participating in a career pathways program?



4. The student teacher ratio is not to exceed 15 to 1. If there is a demand that exceeds that ratio, a waiver application must be submitted to OPI's High School Equivalency Specialist for review. How many students do you anticipate in this year's program?

5. What are the types of student material and learning aids that will be used in your HiSET Option Program preparation classes?

6. Will you support the HiSET Option Program staff members by allowing participation in training sessions provided by OPI? Will your district be offering training sessions for Options program staff members? (Please list tentative date(s), what training will cover and who will provide the training.) What other professional development requirements will be in effect for staff members?

Guideline 5

**HiSET OPTION PROGRAM
AWARDING OF CREDENTIAL**

1. What credential will be granted HiSET Option Program participants who successfully complete the HiSET Option Program?
2. Will you require a higher HiSET passing test score than the state's passing score?
3. Do you agree that if any portion of the contract with the student is not in compliance, the district cannot award a diploma and you will notify the student and their parent or guardian? Also know that the HiSET test scores given within the HiSET Option Program cannot be used in gaining an alternative high school equivalency.

Yes

No

Guideline 6

**THE HISET OPTION PROGRAM
PLANNING AND OVERSIGHT**

1. Do you understand that the OPI will conduct site visits to ensure compliance with the guidelines?

Yes

No

Guideline 7

**DATA COLLECTION PROCEDURES FOR THE
HiSET OPTION PROGRAM**

*Please review the HiSET Option Program Guideline 7 requirements and respond to the questions below.

1. Do you agree to share information with OPI as is necessary during the course of the program?

Yes

No



Guideline 8

**HiSET OPTIONS PROGRAM TESTING
ADMINISTRATION PROCEEDURES**

*Please review the HiSET Option Program Guideline 8 requirements and respond to the questions below.

1. Is the test center agreement on page 6 signed?

Yes

No

2. Who will be responsible for HiSET Option Program students waiver forms being submitted to the state and presenting them to the local test examiner when approved.

Guideline 9

**CLOSING PROCEDURES FOR THE
HiSET OPTION PROGRAM**

*Please review the HiSET Option Program Guideline 9 requirements and respond to the questions below

1. Do you understand the closing procedures for a HiSET Option Program?

Yes

No

2. Do you understand that program modifications must be submitted to and approved by the OPI?

Yes

No



Guideline 10

**HISET OPTION PROGRAM
FINANTIAL SUPPORT**

*Please review the HiSET Option program Guideline Manual #10 requirement and respond to the question below.

1. Do you agree to allocate resources that ensure effective delivery of instruction to HiSET Option Program students?

Yes

No



Please respond to each item with the name and job title of one or more individuals assigned this task.

1. Coordinating the HiSET Option Program.
2. Identifying potential program participants.
3. Assessing students reading, math, and writing qualifications.
4. Meeting with potential participants and parent(s) or legal guardian(s) to explain the HiSET Option Program.
5. Teaching HiSET Preparation classes
6. Monitoring the progress of the career portfolio and transition plan.
7. Monitoring attendance.
8. Monitoring the participant's progress.
9. Giving official practice tests to participants.
10. Arranging for official testing for the participants.
11. Following up on test results
12. Arranging for official recognition of graduates
13. Collecting any data for the annual report as requested.
14. Meeting with OPI for site monitoring.