



Expanding Opportunities. Changing Lives.

## The *HiSET* Options Program



## The Montana *HiSET* Options Program

The Montana *HiSET* Options Program is designed to be a part of a high school curriculum that provides another pathway for students to obtain a high school diploma.

Montana *HiSET* Option Program students are a group of students who have the capabilities to complete high school but are behind in the credits needed to graduate with their class and are at risk of leaving school without a high school diploma. This program allows those students who meet the requirements, an opportunity to stay in school and graduate with their class.

All school districts requesting to become a Montana *HiSET* Option Program must demonstrate the willingness and capability to conform to the Montana *HiSET* Option Program Guidelines Manual that defines the expectations of the school district and the student. The guidelines are intended to help a school district implement the Montana *HiSET* Option Program into their district so that it is a success not only for the students involved but also for the district.



## Montana HiSET Options Program Is:

- A Montana Office of Public Instruction (OPI) approved option affiliated with Educational Testing Service (ETS)
- A voluntary program
- A screened entry program with strict guidelines for approval
- A diploma producing program upon completion
- Aligned with high school course material that provide for quality, best practice instruction
- A program for full-time students
- A program that students must continue to fulfill all other graduation requirements
- An active learning experience

## Montana HiSET Options Program Is Not:

- An independent program at unapproved or unaffiliated sites.
- A program for any student who signs up
- Required
- An early exit program from high school
- A test preparation program
- A program for part-time students
- A dumping ground for unsuccessful students
- An easy entry program
- A second class option to finishing high school





## Resources Needed

- ✓ *HiSET* Options Program Coordinator
- ✓ Certified Teacher(s) as *HiSET* Options Program Instructor
- ✓ Access to Career Counseling

## Getting Started with *HiSET* Options

The process of setting up a *HiSET* Options Program in your school is easier than you think! Utilizing existing staff and resources at your school ensures the program is easy and of low cost to you and your district. All you need is a designated *HiSET* Options Program Coordinator, a certified teacher, a classroom with learning material and a designated testing center near your school.

To get started, please read the Montana *HiSET* Options Guidelines, then fill out the corresponding *HiSET* Options application and submit it to Austin Schweitzer - *HiSET* Options Program Specialist, at the State of Montana - Office of Public Instruction (OPI).

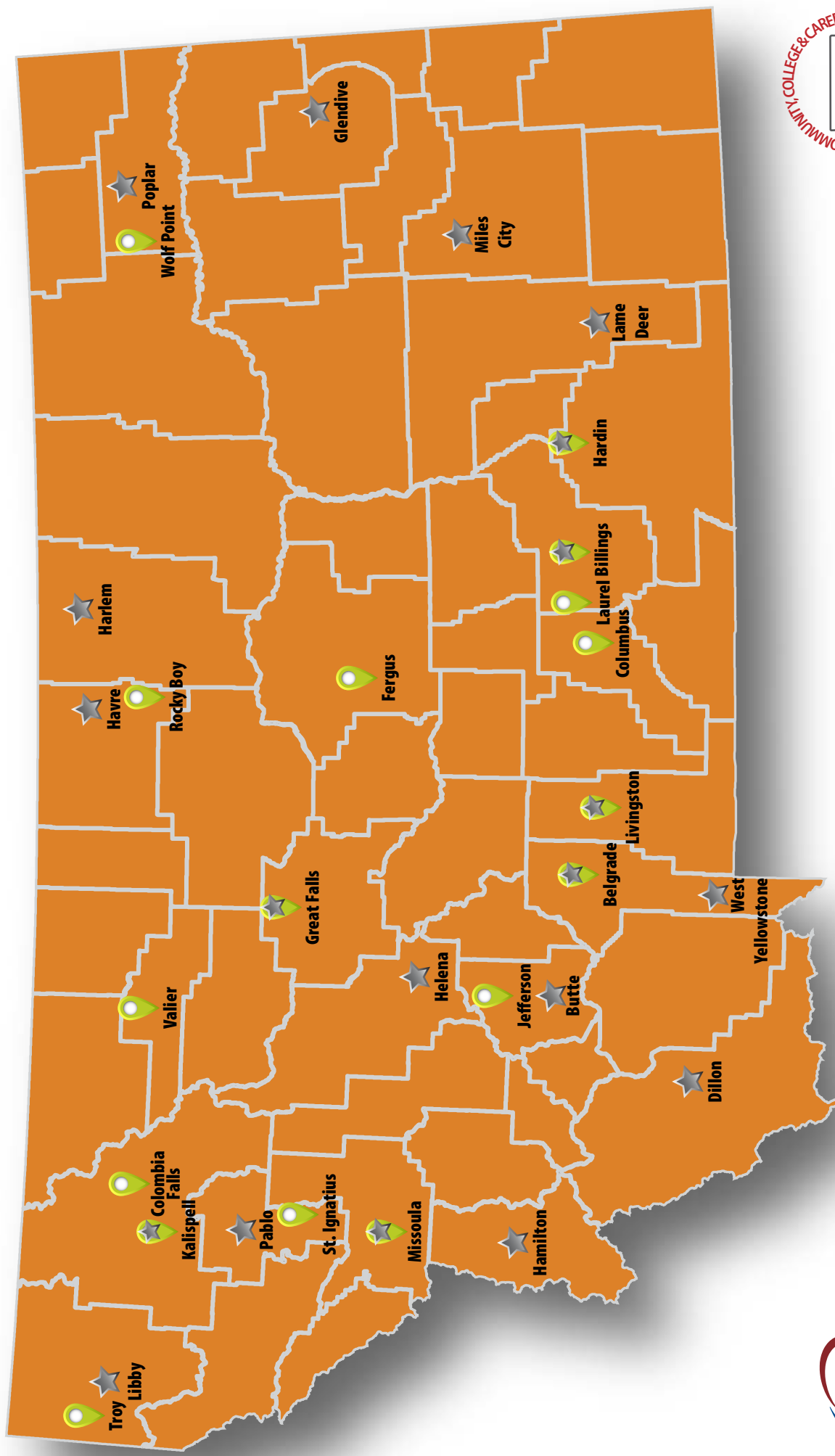
Once your application and program have been approved by the State of Montana, you can begin setting up your staff, learning material and other resources in conjunction with Educational Testing Services (ETS) and Montana Career Information Systems (MCIS).

ETS is there to help provide you with resources such as administrative support, practice tests, learning activities and more. MCIS is where students will go to set up their “personal learning plan” which outlines their career goals and future studies.

Once your program is set up and ready, it’s time to recruit students that are eligible to enter the program. Most *HiSET* Options Programs in Montana enroll students in the Spring semester as increases the chance of graduation, although you are free to start in the Fall semester.



📍 Current Montana HiSET Options Programs  
★ Current Montana Testing Centers



# Testing & Standards

Testing begins on October 1st in the Fall and March 1st in the Spring. Students must be able to read at a level sufficient to complete *HiSET* instruction and testing. Sufficient reading ability may be demonstrated by a reading level of 8.0 or higher on the Test of Adult Basic Education (TABE), other standardized tests (SAT, ACT), or other evidence.

All tests will be administered in an official *HiSET* testing center under the direction of a chief examiner or test site supervisor skilled in the administration of the *HiSET* test.

Students must score a minimum of 8 points on each test (reading, writing, math, social studies and science) to pass with a total of 45 points. An essay is required and students must reach a minimum passing score to pass the writing/grammar test.

However local options programs may require a higher passing score on the *HiSET* test than the state approved score or make any of the guideline elements more rigorous to meet their program's standards.

Any accommodation requests must be submitted and approved by Disability Services at ETS.

## *HiSET* Options Tests

- ✓ Reading
- ✓ Writing
- ✓ Math
- ✓ Social Studies
- ✓ Science



## Work Studies & Internships

Students can work outside of school and earn part-time credit toward their graduation requirements as long as the work study or internship aligns with their personal learning plan and career goals that are set in place when first enrolled into *HiSET* Options.

Internships which enhance a student's post-graduation goals are encouraged.

Job service help within the *HiSET* classroom is encouraged for soft skills (employability skills), college and career readiness, interest inventories. Bring in the local Job Service to help students generate a resume, cover letter and prepare for future career interviews.



## Learning & Course Material

Learning and course material are entirely up to your individual *HiSET* Options Program and instructor. Remember that *HiSET* Options Programs in Montana are variable in size, resources, student participation and instruction so pick learning material that best suits your individual program.

Some software and course material include:  
Essential Education, *HiSET* Academy  
Aztec Software  
KET Fast Forward  
McGraw Hill *HiSET* Prep  
Houghton/Mifflin/Harcourt *HiSET* Prep

Contact your local Adult Education Center for advice on their choices for learning material.

# Take your first step toward a brighter future

Visit [opi.mt.gov](http://opi.mt.gov) or contact us:

**Office of Public Instruction**

For general questions about the *HiSET*  
Options Program in Montana contact:

Austin Schweitzer,  
*HiSET* Options Program Specialist

Monday-Friday 8:00am - 4:30pm

Phone: 1-406-444-2059

Email: [austin.schweitzer@mt.gov](mailto:austin.schweitzer@mt.gov)

Fax: 1-406-444-2701



Pricing information goes here...



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