

Montana HiSET Options School District Application



Montana
Office of Public Instruction
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opi.mt.gov

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Statement of Assurances

School Board Chair Statement of Assurances

School Board Chair Name _____

School District _____

School _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

I hereby confirm that all staff involved with the HiSET Options Program for this school district are aware of and agree to comply with the assurances and program requirements included in the HiSET Options 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 Options Program as proposed in the district application.*
- *The district agrees to the provisions and requirements of the HiSET Options 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 Options students must be considered full-time students with all the rights, privileges and responsibilities that entails.*

Signature of School Board Chair _____

Date _____



School Principal/Administrator Statement of Assurances

I approve this application.

I understand if the HiSET Options Coordinator position turns over or the school district does not participate in a HiSET Options Program for one full school year, the school district must notify the OPI and submit a new HiSET Options Program School District Application.

Principal/Administrator Name _____

School _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

Signature of Principal/Administrator _____

Date _____

District Superintendent Statement of Assurances

I approve this application.

District Superintendent Name _____

School District _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

Signature of District Superintendent _____

Date _____



HiSET Options Coordinator Statement of Assurances

HiSET Options Coordinator Name _____

School _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

Upon notification of program approval, the Program Coordinator will:

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

If the HiSET Options Coordinator position turns over or the school district does not participate in a HiSET Options Program for one full school year, the school district must notify the OPI and submit a new HiSET Options Program School District Application.

Signature of HiSET Options Coordinator _____

Date _____

HiSET Chief Examiner Statement of Assurances

HiSET Chief Examiner Name _____

HiSET Test Center Name _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ E-mail _____

- I understand that the HiSET Options Coordinator will request age waivers for HiSET Options students, and I agree to provide those waivers so students can register for their exams.
- I understand that the HiSET Options students must establish residency and provide state-issued photo identification to test.
- I agree to provide HiSET testing for HiSET Options students at the test center I oversee.

Signature of HiSET Chief Examiner _____

Date _____



Guideline 1: School District Expectations

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

1. Does the school district agree to allocate resources that ensure effective delivery of instruction to HiSET Options program students?
2. Percentage of Students Allowed in the Program:
On average, how many graduates has your high school produced in the past three years? What is the maximum number of students in your school's HiSET Options program in the upcoming school year?
3. Student/Teacher Ratio:
The student-teacher ratio may not exceed 15 to 1. How many students do you anticipate in this year's program?
4. Instructor Qualifications:
Who will deliver instruction to the HiSET Options class, and what credentials do they have? Provide SEID Number.
5. School Guidance Counselor Obligation:
Who will be the school guidance counselor(s) for HiSET Options students, and how will the district ensure that each participant continues to have access to the school guidance counselor?

6. **Student Attendance:**
Where will the HiSET Options class be held? If the class is held off the main high school campus, how will students get to class? How will HiSET Options student attendance be monitored, and who will be monitoring it?

7. **Professional Development:**
What process will your district's HiSET Options Program coordinator use to train all counselors in the program?

8. Will you support the HiSET Options Program staff members by allowing participation in training sessions provided by the 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?

9. **Gap in Service or Establishment of New HiSET Options Coordinator:**
Do you understand that if your program does not run for one school year or more, or there is turnover with the HiSET Options Coordinator, a new HiSET Options School District Application must be submitted?

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

Guideline 2: HiSET Options Coordinator Expectations

Please review the HiSET Options Program Guideline 2 and respond to the questions below.

1. Student Registration in the TCA Portal:
Will the HiSET Options Program typically run in the Fall and Spring Semester, or just the Spring Semester?

2. Who will register HiSET Options students for HiSET Testing? Describe the test registration process.

3. Student Rosters:
Who will be responsible for submitting the roster of enrolled HiSET Options students to the OPI by the second week of the semester? Provide the date(s) the roster is due.

4. Do you understand that HiSET Options students will be denied completion of the program if their name is not on the roster by the second week of the semester?

5. Dropped Students:
Describe the process for dropping a student from the program.

6. End of Year Narrative and Final Roster:
When does your school typically celebrate graduation? What date will your End of Year Narrative and Final Roster typically be due to the OPI?

7. Annual Review of Guidelines:
When will the annual review of the HiSET Options Guidelines typically take place?



Guideline 3: Student Eligibility

Please review the HiSET Options Program Guideline 3 and respond to the questions below.

1. How will you determine whether the student is an appropriate candidate for the HiSET Options Program?
2. Student Enrollment:
Provide the start dates of your school's semesters or trimesters during an average year.
3. Credit Deficiency:
(Contact the OPI HSE Specialist for your school's credit deficiency range)
To graduate from _____ High School, a high school senior must have at least ___ credits. A _____ High School student entering the HiSET Options Program in the second semester of the senior year must have at least ___ credits but no more than ___ credits. The school counselor will conduct a credit check to confirm the student falls within the above guidelines.
4. Academic Ability:
What standardized test(s) will demonstrate the student has sufficient academic ability to complete the program? What other factors will show a student is capable of completing the program?



5. Voluntary Participation:
What process will the district use to ensure that participation in the HiSET Options program is voluntary and that the obligations outlined in the contract are carried out? Who will ensure all items in the student contract are met?
6. Student Contract:
Do you understand that each section of the student contract must be completed, and all parties must sign off on the document before a student is granted access to the program?
7. 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 parent or guardian?

Guideline 4: Instructional Components

Please review the HiSET Options Program Guideline 4 and respond to the questions below.

1. **Class Instruction:**

Describe how you will deliver the test preparation and develop skills for postsecondary readiness. Provide a detailed description of a HiSET Options student's typical day including the hourly requirements, general credit recovery options, and college and career readiness opportunities. This basic outline is not intended to limit your academic offerings. Include whether the class will be held in the morning or afternoon.

2. Who in your school district will be responsible for ensuring that instructional content for your program is of high quality, includes best practices, includes student-centered instruction to meet the diverse needs of learners, and will ensure that HiSET Options students are participating in a career pathways program?

8. How will the MCIS portfolio (or other career development system) and the school's records for HiSET Options students be managed and monitored?

9. Distance Learning:

Will synchronous or asynchronous distance learning be utilized? If distance learning will be used, describe. Note – asynchronous distance learning cannot count toward the required 15 hours of instruction.

Guideline 5: HiSET Test Administration

Please review the HiSET Options Program Guideline 5 and respond to the questions below.

1. Allowable Testing Window:
When will HiSET Options students at your school begin testing during a typical year?

2. Test Seat Availability:
How will you ensure adequate test sessions are available for HiSET Options students?

3. Underage Waiver Requests:
Do you understand that you may not register HiSET Options students for tests until the HiSET Chief Examiner or the OPI Adult Education Unit is provided with an age waiver request? Who will be responsible for submitting a request so the students may be allowed to register for the test?

4. Test Center Check-In and Identification Requirements:
How will you ensure that all test takers possess state-issued photo identification required for testing? Do you understand that HiSET Options students must provide current state-issued photo identification and proof of residency to the HiSET examiner to be allowed to test?



Guideline 6: Diploma and Record Retention

Please review the HiSET Options Program Guideline 6 and respond to the questions below.

1. HiSET Score Requirements:

Will your school require a higher passing test score than the state's passing score? If so, what will the requirement be?

2. Do you understand that test results earned in the HiSET Options program cannot be banked for future use if a student drops from the program?

3. High School Diploma:

What credentials will be granted to HiSET Options students who complete the program at your school?



Guideline 7: Accountability and Compliance

Please review the HiSET Options Program Guideline 7 and respond to the questions below.

1. **Monitoring and Compliance:**
Do you agree to share information with the OPI as is necessary during the duration of the program?

2. Do you understand that the OPI will conduct site visits, desk audits, and records requests to ensure compliance with the guidelines?

Responsible Parties

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

1. Coordinating the HiSET Options program.
2. Identifying potential program participants.
3. Assessing HiSET Options students' reading, math, and writing qualifications.
4. Meeting with potential participants and parent(s) or legal guardian(s) to explain the HiSET Options 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 the OPI for site visits and complying with desk audit and records requests to ensure compliance with the guidelines.