

# Montana HiSET Options School District Application



Montana  
**Office of Public Instruction**  
Elsie Arntzen, State Superintendent  
[opi.mt.gov](http://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 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 \_\_\_\_\_



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

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 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 District Program Coordinator \_\_\_\_\_

Date \_\_\_\_\_



## HiSET Chief Examiner Statement of Assurances

- **I agree to provide HiSET testing for HiSET Options Program participants at**

\_\_\_\_\_

(Name of test center)

- I understand that the HiSET Options Program participants may take the official tests provided that the school's Options Coordinator submits a list of student names/HiSET ID Numbers to the Chief Examiner, requesting an age waiver.
- I understand that the HiSET Options Program students must provide identification to test, and that identification must conform to the standards set for all testers as prescribed by HiSET and the OPI.

HiSET Test Center name \_\_\_\_\_

Address \_\_\_\_\_

Chief Examiner Name \_\_\_\_\_

Chief Examiner Signature \_\_\_\_\_

Date \_\_\_\_\_



## Guideline 1

## HiSET OPTIONS PROGRAM PARTICIPANT REQUIREMENTS

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

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

*To graduate from \_\_\_\_\_ High School, a student 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.*





## Guideline 2

### COUNSELING REQUIREMENTS DURING PARTICIPATION IN THE HiSET OPTIONS PROGRAM

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

1. Who will be the guidance counselor for the HiSet Options Program students, and how will the district ensure that each participant continues to have access to that guidance counselor?
2. What process will your district's HiSET Options Program coordinator use to train all counselors in the program? (Counselors may serve as program coordinators.)
3. How will the district ensure that each HiSET Options Program participant will have access to postsecondary career pathway counseling? Will the district ensure that all Options 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 school's records for HiSET Options 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 an Options student's typical day, including the hourly requirements outlined in Guideline 3, 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, cover one semester or two, and indicate which semester.



2. What additional classroom and experiential learning activities will be made available to HiSET Options 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 OPTIONS PROGRAM ASSURANCE OF INSTRUCTIONAL DELIVERY

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

1. Where will the HiSET Options 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 credentials do they have?
3. 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 Program students 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 the OPI's High School Equivalency Specialist for review. How many students do you anticipate in this year's program?





## Guideline 5

## HiSET OPTIONS PROGRAM AWARDING OF CREDENTIAL

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

1. What credential will be granted to HiSET Options Program participants who successfully complete the HiSET Options Program? (To be filled out by the OPI)
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 Options Program cannot be used in gaining an alternative high school equivalency.

Yes

No

## Guideline 6

## THE HiSET OPTIONS PROGRAM PLANNING AND OVERSIGHT

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

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 OPTIONS PROGRAM

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

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

Yes

No

## Guideline 8

## HISET OPTIONS PROGRAM TESTING ADMINISTRATION PROCEDURES

\*Please review the HiSET Options 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 Options 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 OPTIONS PROGRAM

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

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

Yes

No

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

Yes

No

## Guideline 10

## HiSET OPTIONS PROGRAM FINANCIAL SUPPORT

\*Please review the HiSET Options 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 Options Program students?

Yes

No





### Responsible Parties

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

1. Coordinating the HiSET Options 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 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 monitoring.