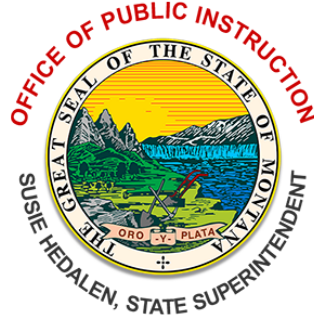# Montana HiSET Options

School Application

Contents

Statement of Assurances
<u>*Complete all statements of assurances after the application is approved by the OPI.***</u>**

School Board Chair Statement of Assurances

School Board Chair Name _____

School District _____

School _____

Address _____

City _____ County _____

Zip Code _____ Phone _____

Fax _____ Email _____

I have reviewed the HiSET Options Guidelines and the final application approved by the OPI. I confirm that staff involved with the HiSET Options Program understand and agree to comply with program requirements.

Upon notification of program approval, the district will certify that:
- *The school board has approved the proposal 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 have reviewed the HiSET Options Guidelines and the final application approved by the OPI. I confirm that staff involved with the HiSET Options Program understand and agree to comply with program requirements.

Principal/Administrator Name_____

School_____

Address _____

City _____

Zip Code _____ Phone _____

Fax _____ Email _____

Signature of Principal/Administrator_____

Date _____

District Superintendent Statement of Assurances

I have reviewed the HiSET Options Guidelines and the final application approved by the OPI. I confirm that staff involved with the HiSET Options Program understand and agree to comply with program requirements.

District Superintendent Name_____

School District_____

Address _____

City _____

Zip Code _____ Phone _____

Fax _____ Email _____

Signature of District Superintendent_____

Date _____

HiSET Options Coordinator Statement of Assurances

I have reviewed the HiSET Options Guidelines and the final application approved by the OPI. I confirm that staff involved with the HiSET Options Program understand and agree to comply with program requirements.

HiSET Options Coordinator Name

School

Address

City

Zip Code _____ Phone

Fax _____ Email

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.

Signature of HiSET Options Coordinator

Date

HiSET Chief Examiner Statement of Assurances

HiSET Chief Examiner Name

HiSET Test Center Name

Address

City

Zip Code   Phone

Fax   Email

- I understand that the HiSET Options Coordinator will request age waivers for HiSET Options students, and I agree to provide those waivers so the HiSET Options Coordinator can register students for their exams.
- I understand that the HiSET Options students must establish residency and provide state-issued photo identification to test.
- I agree to not print score reports for HISET Options students or direct students to DiplomaSender for records because HISET Options students do not earn a HiSET, they earn a high school diploma.
- I agree to provide HiSET testing for HiSET Options students at the test center I oversee.

Signature of HiSET Chief Examiner

Date

Application will be completed in alignment with the most recent HiSET Options Guidelines.

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 students?

Percentage of Students Allowed in the Program
2. On average, how many graduates has your high school produced in the past three years? What is the maximum number of students allowed in your school's HiSET Options Program for this school year?

Student/Teacher Ratio
3. The student-teacher ratio may not exceed 15 to 1. How many students do you anticipate in this year's program?

Instructor Qualifications
4. Who will deliver instruction to the HiSET Options class, and what credentials do they have? Provide SEID Number.

School Guidance Counselor Obligation

5. 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?

Student Attendance

6. What does your school consider full-time attendance for all students? How will HiSET Options student attendance be monitored, and who will be monitoring it? 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?

Professional Development

7. What types of professional development will staff members involved with the HiSET Options Program participate in during the coming years to help ensure students and staff are successful in the program? School administrator, HiSET Options Coordinator, and school counselor: attach HiSET Options Hub Course certificates of completion to this application.

Program Modifications and Gap in Service

8. Do you understand if a new HiSET Options Coordinator is established, the new HiSET Options Coordinator will sign an updated statement of assurances and attach it to the existing application?

9. Do you understand if a new administrator/principal is established, the new administrator/principal will sign an updated statement of assurances and attach it to the existing application?

10. Do you understand that program modifications must be submitted to and approved by the OPI in advance of any changes?

11. Do you understand that if your HiSET Options Program does not operate for one school year or more, a new HiSET Options School Application must be submitted?

Guideline 2: HiSET Options Coordinator Expectations

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

Student Registration in the TCA Portal
1. 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.

Student Rosters
3. Who will be responsible for submitting the roster of enrolled HiSET Options students to the OPI by the second week of the semester? When does your school's HiSET Options semester(s) start? Provide the date(s) the roster will be due this school year.

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?

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

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

Annual Review of Guidelines and School Application
7. When will the annual review of the HiSET Options Guidelines and school application 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? What personal characteristics will be considered while reviewing candidates? Will OPI GEMS Early Warning System be utilized?

Student Enrollment

2. At what age and grade level may a student be admitted into the program? Provide the start dates of your school's semesters or trimesters during a typical year.

Credit Deficiency Range

3. How many credits are needed to graduate from your school? How many credits may be earned in a semester? Do all students graduate with the same credit requirements?

4. Who will conduct a credit check prior to enrollment into the program?

5. The credit deficiency range(s)* for our HiSET Options Program is/are:

    *Note - the OPI Adult Education Unit can assist with determining the credit deficiency range(s).

Academic Ability

6. What standardized test(s) will be used before program entry to demonstrate the student has sufficient academic ability to complete the HiSET Options Program? Is the school already using these assessments? Do you understand that potential HiSET Options students must be assessed before entry into the program? What is the minimum grade reading level for HiSET Options students?

Students with Disabilities

7. How will the school ensure that students with physical and/or cognitive disabilities may be eligible for the program?

8. Describe the process for requesting accommodations for HiSET testing. Explain how the student with approved accommodations is scheduled for testing.

Voluntary Participation

9. 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?

Program Orientation
10. Outline the requirements of the program orientation meeting. When will orientation meetings take place, who will be in attendance, and what will be discussed?

Student Contract
11. 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 HiSET Options Program?

12. Do you agree that if any portion of the contract with the student is not in compliance, you will notify the student and parent or guardian that the district cannot award a high school diploma?

Guideline 4: Instructional Components

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

Class Instruction
1. How many hours of in-person HiSET Options class time will students receive each week?

2. Describe how the HiSET Options teacher(s) will deliver instruction including but not limited to test preparation.

3. Provide a detailed description of a typical day for a HiSET Options student including the general credit recovery options and college and career readiness opportunities. Include whether the class will be held in the morning or afternoon.

4. 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 pathway program?

5. What specific student material and learning aids will be used in the HiSET Options classes?

6. What additional classroom and experiential learning activities will be made available to HiSET Options students to assist in developing higher-order thinking skills and test-taking skills during their 12-15 hours of instruction? Be specific.

College and Career Readiness

7. Will your program utilize MCIS 360? How will a career portfolio be developed? If you are not planning on using MCIS 360, list and describe the career information system your school is planning to utilize.

8. Based on the student's MCIS 360 Career Portfolio (or other career information system portfolio), how would you support postsecondary goals beyond traditional classroom experiences to ensure the completion of the "College and Career Goals and Action Plan" on the student contract? How do the goals and action plan outline steps for a successful transition to postsecondary education, training, or the workforce?

9. How will the district ensure that each HiSET Options Program participant will have access to postsecondary career pathway counseling?

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

Distance Learning

11. Will synchronous or asynchronous* distance learning be utilized? If distance learning will be used, describe.

*Note – asynchronous distance learning cannot count toward the required 12-15 hours of instruction.

Guideline 5: HiSET Test Administration

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

Allowable Testing Window
1. How many weeks of instruction are required before students are allowed to start testing? What hourly requirement will HiSET Options students meet before testing? When will HiSET Options students at your school begin testing during a typical year? How will it be determined that students are adequately prepared for HiSET testing?

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

Underage Waiver Requests
3. Do you understand that the HiSET Options Coordinator may not register HiSET Options students for tests until an age waiver is granted by the HiSET Chief Examiner?

Test Center Check-In and Identification Requirements
4. 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? How will you ensure that all test takers possess state-issued photo identification required for testing?

Guideline 6: Diploma and Record Retention

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

HiSET Score Requirements
1. Will you provide HiSET score reports to students? How will test results be shared with students?

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

3. 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?

High School Diploma
4. What credential will be granted to HiSET Options students who complete the program at your school?

Student Records/Transcripts
5. How will HiSET Options student records/transcripts be maintained at your school? Do you understand that the high school transcripts for HiSET Options students may not reference HiSET scores? Will the transcript reference "HiSET Options" at your school? If so, describe.

Guideline 7: Accountability and Compliance

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

Monitoring and Compliance
1. 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.

a. Coordinating the HiSET Options Program.

b. Identifying potential program participants.

c. Determining minimum 8th grade reading level before program entry.

d. Staff who will be facilitating and participating in the HiSET Options Orientation meeting.

e. Teaching HiSET Options Classes.

f. Monitoring the progress of the career portfolio and transition plan.

g. Monitoring attendance.

h. Monitoring the participant's progress.

i. Giving official practice tests to participants.

j. Arranging for official testing for the participants.

k. Reviewing HiSET test results to determine passing status.

l. Arranging for official recognition of graduates.

m. Collecting any data for the annual report as requested.

n. Meeting with the OPI for site visits and complying with desk audit and records requests to ensure compliance with the guidelines.