

**CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY****A. Purpose and Scope**

The Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of class work and Board-approved proficiency tests.

**B. General**

1. The principal of each school maintaining 11th and/or 12th grades shall distribute to each student in those grades an announcement explaining the California High School Proficiency examination as provided under Education Code 48412. When announcements from the California Department of Education or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (Code of Regulations, Title 5, Section 11523).
2. Any person 16 or older or who has been in the tenth grade for a year or who is currently enrolled in the final semester of tenth grade may apply to have his/her proficiency in basic skills verified by examination according to criteria established by the California Department of Education. (Education Code 48412).

**C. Forms Used and Additional References**

None

**D. Procedure**

1. If a student receives the California Department of Education certificate:
  - a. The district shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript. (Code of Regulations, Title 5, Section 11521)
  - b. The district shall, on a suitable form, obtain parental consent for exemption from further schooling as required under Education Code 48410. The form must contain at least the following information:
  - c. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools.

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- d. The date of issuance of the certificate of proficiency.
  - e. The signature of the parent/guardian and the date.
  - f. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date. (Code of Regulations, Title 5, Section 11522).
3. Any person 18 or older may take the General Educational Development Test (G.E.D.) given by the California Department of Education in order to receive the High School Equivalency Certificate. (Code of Regulations, Title 5, Section 11530 et seq.).

**E. Reports Required**

None

**F. Record Retention**

None

**G. Responsible Administrative Unit**

None

**H. Approved By**

Assistant Superintendent of Educational Services