

HSE Candidate and Adult Education Eligibility Form

This form must be completed in its entirety prior to 16-18-year-old non-graduates enrolling in an adult education program or scheduling to take a High School Equivalency (HSE) test, which is currently the GED® in Utah. The completed form must be submitted to an adult education center to schedule an HSE test.

Section 1

Candidate's Name: _____ Date of Birth: _____

Student Number (SSID): _____ Has an IEP: Yes No

The above-named candidate has been counseled by school personnel and understands and accepts the consequences and educational choices with the decision to enroll in Adult Education and/or take the HSE test.

Last School District Code _____ Student's District Number _____

Last School Number _____

Candidate's Signature

Date

To be completed by school personnel.

Verification of K-12 Withdrawal

School District _____ Withdrawal Date _____ Last grade completed: ____

Charter School _____ Withdrawal Date _____ Total credits earned: _____

Special Purpose School _____ Withdrawal Date _____
(Not associated with a school district)

Homeschooled: Yes No

Date of Exemption: _____

The following signatures acknowledge:

1. That counseling has been provided to the candidate regarding the consequences of the candidate's educational choices.
2. Verification of the candidate's withdrawal from a K-12 program of instruction.

School Counselor (print name): _____

Signature: _____

Date: _____

and

School Principal, Student Services Representative, or Designee (print name): _____

Position: _____ Signature: _____

Date: _____

As the candidate's parent/guardian, I understand and accept the consequences and educational choices associated with decisions that may affect the candidate and grant permission for the candidate to participate in an adult education program of instruction.

Parent/guardian signature: _____

Date: _____

Section 2

To clear the alerts found on the candidate's HSE account, the 16-18-year-old non-graduate candidate, whose class has not graduated, seeking admission to an HSE testing center must bring this completed document to an adult education program along with a government- issued picture ID.

As an HSE testing candidate, I understand and accept the consequences associated with my decision to complete the HSE, including:

1. If I pass the HSE test according to the Utah state standard (minimum score of 145 on each of the four test modules), I cannot return to a K-12 program of instruction unless I have an IEP and then only until age 22 for FAPE.
2. If I pass the HSE test, I will be issued a Utah High School Completion Diploma.
3. If I do not pass the HSE test, I may return to a K-12 program of instruction and will be required to complete all necessary graduation requirements for a traditional K-12 diploma, or I may enroll in an adult education program to continue with the graduation requirements necessary for an Adult Education Secondary Diploma.

Candidate's Signature

Date

As the candidate's parent/guardian, I understand and accept the consequences and educational choices associated with decisions that may affect the candidate and grant permission for the candidate to participate in HSE testing.

Parent/guardian signature: _____

Date: _____

(Note: If the applicant is married, a marriage certificate may be presented at an adult education program in lieu of having a parent/guardian signature on this document.)

Section 3

Additional permission required for 16-year-olds seeking to register and take the HSE Test:

16-year-olds seeking admission to an HSE Testing Center must access a Utah state-sponsored adult education program for academic testing verification that they have the academic readiness skills necessary to take the HSE test.

To be completed by an Adult Education Program Director/Designee: The above-named candidate demonstrates academic readiness to take the HSE Test. My signature is not a guarantee that the candidate will pass the HSE Test.

Name of Adult Education Program: _____

Date: _____

Name and Position (print): _____ Signature: _____

Instructions

- Forms are distributed to districts, charter schools, and private schools upon request. Forms can be requested by contacting the Utah State Board of Education (USBE), Adult Education, Kellie.smith@schools.utah.gov, 801-538-7509.
- The form is required for students age 16-18 whose class has not graduated who are considering entering an adult education program or taking the GED® Test.
- Students must meet with a school official (usually a school counselor) to obtain the form.
- The form assures that
 - The student and parent have been counseled about their educational options and the potential consequences associated with their decisions;
 - A student enrolling in adult education or taking the GED® Test is formally withdrawn from the public K-12 education system; and
 - Parental permission has been given to take the GED® test or enroll in adult education.

Section 1

- The student must sign Section 1 while meeting with the school official.
- The school official will fill out the section that says, “To be completed by school personnel,” including the School District Code, School Number, and Student’s District Number. The district and school code are state codes assigned by the USBE.
- The school counselor will sign the form indicating counseling has been provided to the student on the potential educational consequences of this decision, including that students who pass the HSE exam cannot return to a K-12 school for any reason.
 - Note: This does not pertain to students who have a current special education IEP as a GED® does not end the student’s access to a free and appropriate public education under IDEA.
- The principal or designee will sign the form to verify the student has completed the LEA’s K-12 withdrawal process. School officials can sign the form for students living within their boundaries that aren’t currently enrolled in any Utah K-12 school or LEA as verified through the SSID system.
- The parent/guardian will sign Section 1 indicating they understand and accept the consequences of this decision.
 - Note: A parent/guardian signature is not required for students who are married or emancipated.

Section 2

- The student and parent/guardian must sign in Section 2 if the student is intending to take the GED® Test.
- The student will need to begin the registration process for the GED Test online at GED.com.
- The student will bring the completed form to a state-sponsored adult education program to enroll in adult education and/or to remove the alerts on their GED account. The student can access the Utah Adult Education Program Directory at schools.utah.gov/adulteducation.

Section 3

- If the student is 16 and desires to take the GED®, the student must provide proof of academic readiness to a state-sponsored adult education program. If the student doesn’t provide proof of academic readiness, the adult education program will administer an academic assessment to validate that the candidate is academically ready to take the GED® Test. This does not guarantee that the candidate will pass the GED® Test.