

**LYON COUNTY SCHOOL DISTRICT
BOARD
POLICY**

#IKFD

ADULT EDUCATION

As outlined in NAC 390.470 Lyon County School District (LCSD) awards an Adult Standard Diploma to those students who:

1. Withdrew from high school before the student’s graduation and was not eligible to graduate with his or her class;
2. Has taken all required end-of-course examinations;
3. Has earned, in high school or in an adult high school program, or waived the units of credit required below; and
4. Is 18 years of age or older at the time of the award or is 17 years of age but less than 18 years of age and participates in an alternative program for the education of pupils at risk of dropping out of school pursuant to NRS 388.537.

The units of credit which a person must have earned or waived to be qualified to receive an adult standard diploma are a total of 13 units for required courses and a total of 7.5 (seven and one half) units for elective courses. The person must have earned or waived his or her units for the required courses in accordance with the following table:

Required Course	Minimum Number Of Units
American Government.....	1
American History.....	1
Arts and humanities, JROTC (Level III or Level IV) or Career and technical education.....	1
English.....	4
Health Education.....	½
Mathematics.....	3
Science.....	2
Use of Computers*.....	½
Elective Credit.....	7.5
Total:	20.5*

*If a person demonstrates competency in the use of computers, the person is not required to complete the course in the use of computers and must earn or waive a total of 12.5 units in required courses and 7.5 of elective credit for a total of 20 units.

Ref NRS 388 and NAC 390

Policy IKFD
Adopted 5/26/2020

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ADMINISTRATIVE REGULATIONS

High School Equivalency (HSE) Requests

Any pupil aged 17 or 18 who is enrolled in a LCSD High School may petition to pursue a HSE as long as they follow/meet the requirements below:

1. Write a letter to the LCSD Board of Trustees requesting permission to pursue a HSE.
2. Have the Parent or Legal Guardian write a letter to the LCSD Board of Trustees requesting permission for their child to pursue a HSE,
3. Have the Principal of the High School write a letter to the LCSD Board of Trustees demonstrating support for the student to pursue a HSE with evidence that the student has taken the HSE pretest and demonstrated preparedness to obtain a HSE.
4. Submit a copy of the student's current Transcripts showing their academic performance over time.
5. Submit a letter from Lyon County Adult Education showing evidence that the student has taken the HSE pretest and demonstrates preparedness to obtain a GED.

Upon approval from the LCSD Board of Trustees, the student in question will be allowed to pursue a HSE, however, they will be counted as a drop-out for the High School granting approval and will count against the school's graduation rate for the graduation cohort the student is included in.

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LYON ADULT DIPLOMA TRANSCRIPT EVALUATION									
Student ID Number :				School:					
NAME:									
DOB:				Date of LCSB Approval:					
CREDITS EARNED									
13 - REQUIRED SUBJECTS					7 1/2- ELECTIVE SUBJECTS				
					HAVE		NEED		
4 - ENGLISH	1/2 1/2 1/2 1/2 1/2 1/2 1/2						()		
3 - MATH	1/2 1/2 1/2 1/2 1/2						()		
2 - SCIENCE	1/2 1/2 1/2						()		
1/2 - HEALTH	1/2						()		
1/2 - COMPUTERS	1/2						()		
1 - HUMANITIES	1/2 1/2						()		
1 - GOVERNMENT	1/2 1/2						()		
1 - U.S. HISTORY	1/2 1/2						()		
					WORK EXPERIENCE				
TOTAL					TOTAL				
GED®		TASC		HSET					
HSE SCORES					CREDITS WAIVED BY HSE SCORES				
DATE									
READING					English				
WRITING					Math				
MATH					Science				
SCIENCE					Soc.St./Elec.				
SOC. ST.									
AVER.					Total				
CREDITS NEEDED									
ENGLISH					H.S. Credits Earned				
MATH									
SCIENCE					HSE Credits Waived				
HEALTH									
COMPUTERS					Adult Ed. Credits Needed				
HUMANITIES									
GOVT. Sem. 1					TOTAL		H.S. Diploma		
GOVT. Sem. 2									
U.S. HIST. Sem. 1									
U.S. HIST. Sem. 2									
ELECTIVES									
WORK EXPERIENCE									
WRITE NOTES ON REVERSE SIDE									

Alternative for Pupils at Risk of Dropping Out

Per NRS 388.537 “The board of trustees of a school district may, subject to the approval of the Superintendent of Public Instruction, operate an alternative program for the education of pupils at risk of dropping out of school, including pupils who are enrolled in kindergarten or grades 1 to 12, inclusive.”

An alternative program may include:

- D. An opportunity for pupils to obtain academic credit through experience gained at work or while engaged in other activities.
- E. An opportunity for pupils to satisfy either:
 - 1. The requirements for a regular high school diploma; or
 - 2. The requirements for an adult standard diploma.

“The board of trustees of a school district may operate an alternative program pursuant to this section through a program of distance education pursuant to NRS 388.820 to 388.874, inclusive.”

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Students Seeking an Adult Diploma through Alternative Education

I hereby understand that by enrolling _____ into Lyon County School District's (LCSD) alternative education program for the purpose of obtaining an Adult Standard Diploma the following will occur:

- 1) The student's graduation ceremony will be held with Lyon County Adult Education and they will not participate in their high school's graduation ceremony.
- 2) The student must maintain attendance requirements established by LCSD.
- 3) The student may not be eligible for specific types of scholarships based on the requirements of each individual scholarship.

Parent / Guardian (Please print): _____ Date: _____

Signature: _____

Student (Please print): _____ Date: _____

Signature: _____

Administration (Please print): _____ Date: _____

Signature: _____

Adult Diploma Alternative Education Packet

For students pursuing an Adult Diploma through Alternative Education.

Adult Diploma through Alternative Education Checklist

- Must be 17 years of age.
- Students must remain on zoned school enrollment.
- Students must take the HiSET pretests in the areas of Science, Reading, Social Studies, Math, and Writing. Pre-tests should be administered by a Lyon County School District Employee.
- Written approval must be obtained from the Lyon County School Board for enrollment into the alternative education program and pursuing the adult diploma.
- The Lyon County School Board packet must include a letter from the parent / guardian, a letter from the student, a letter from the school indicating present graduation progress and present level of performance based on the High School Equivalency (HSE) pre-test, demographics, and transcript.
- Students must have **7** credits (that can't be waived) or less to complete prior to submitting the school board packet.
- Must have a valid state or federal ID.
- Once school board approval is obtained, then a meeting is held with the parent/guardian, student, site administrator, distance education and home school administrator. (Case manager if the student has special needs.)
- Students may take the HSE exam when the pretest indicates that the student has obtained minimum content knowledge.
- HSE fee must be covered by the school of attendance. (Cost may vary from year to year.)
- High schools are in charge of verifying all requirements have been satisfied for the adult diploma, printing, and distribution of diplomas.
- Graduation ceremony will be held with Lyon County Adult Education once requirements are satisfied.

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PUPIL'S SIGNATURE _____ DATE _____

PARENT'S SIGNATURE _____ DATE _____

ADMINISTRATOR/COUNSELLOR SIGNATURE _____

DATE _____

School Board Example Packet:

1. Letter from school (Narrative of support for student seeking alt. ed.)
2. Evaluation report (summarizing HiSET results)
3. Letter from student (Please type your letter)
4. Letter from parent (Please type your letter)
5. Transcripts
6. Demographics

Example Letter:
(Parents and Students)

Date

Lyon County Board of School Trustees
Lyon County School District
25 E. Goldfield
Yerington, NV 89447

Dear Lyon County Board of School Trustees:

- State that you would like to petition the Lyon County Board of School Trustees and request that your child obtain an Adult Diploma before he/she turns 18 years old.
- Give reasons why he/she wishes to obtain an Adult Diploma.
- State the student's goals and what he/she want to do after receiving an Adult Diploma.
- Request that your child withdraw from their school to take the Official HiSet Exam at the Fernley Adult Education Center.

Sincerely,

Example Letter of Support:

(Administrator-Use Letterhead)

Date

Lyon County Board of School Trustees
Lyon County School District
25 E. Goldfield
Yerington, NV 89447

Dear Lyon County Board of School Trustees:

- Narrative of situation which necessitates student need for Alternative Ed.
- List attachments -demographics, transcripts, report, and letters

Sincerely,

Administrator Name

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Letterhead

Date:

Dear Lyon County School Board of Trustees:

Student Name is enrolled at School Name for YYYY/YYYY school year but List reasons for the lack of success. Based on the HiSET scoring system that was administered at the Fernley Adult Education Center, the following levels of performance were documented:

Science: Score Preparedness Level

Reading: Score Preparedness Level

Social Studies: Score Preparedness Level

Math: Score Preparedness Level

Writing: Score Preparedness Level

Essay: Score Preparedness Level

Student's performance indicates that He/She will need remediation in all content areas required. The primary reason for His/Her petition is due to Reasons for the petition.

Should the Lyon County School Board approve Student's petition, He/She will be asked to schedule for the next available testing date.

Name of Person Writing Report _____

Title _____