**PUBLIC SCHOOL DISTRICT**

**APPLICATION**

**OREGON GED OPTION PROGRAM**

FOR SELECTED SECONDARY STUDENTS

**“IMPROVING THE ACHIEVEMENT**

 **OF ALL OREGON STUDENTS”**

Aligned with Oregon Content Standards,

Essential Skills and Diploma Requirements

Achieving Partnership between the Oregon Department of Education (ODE) and the Department of Community College and Workforce Development (CCWD)



# GENERAL INFORMATION

**For querstions regarding completion of the application, contact:**

**Annie Marges, Alternative Education Options Specialist**

Office of Teaching, Learning, and Assessment

Oregon Department of Education

255 Capitol Street NE

Salem, OR 97310

**503-934-0787**

**annie.marges@state.or.us**

**For technical assistance , contact:**

**Elizabeth Castillo-Lopez, Office Specialist**

Office of Teaching, Learning, and Assessment

Oregon Department of Education

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Salem, OR 97310

**503-947-8683**

**elizabeth.castillo-lopez@state.or.us**

**Please send all applications through**

[**Secure File Transfer**](https://district.ode.state.or.us/apps/xfers/)

**APPLICATION PACKET**

**Oregon GED Option Program for Selected Secondary Students**

**Oregon GED Option Program**

**Questions and Answers (Q and A)***(Updated 7-26-2019)*

*Oregon GED Option Program for Selected Secondary Students, aligned with Oregon Content Standards, Essential Skills and Diploma Requirements*

**Q1: What is the GED Option Program?**

* The GED Testing Service (GEDTS) enables approved states to provide access to the GED Option Program for selected secondary students who are enrolled in school. This authorization is from the American Council on Education. Oregon school districts and education service districts with an approved GED Option Program Application are given the opportunity to retain enrollment of 16 and 17-year-old students while they study for and take GED subtests. Because they remain in school, students continue toward achieving the academic credits and Essential Skills required for graduation and do not need an Exemption from Compulsory Attendance to access GED tests.

**Q2: Who administers the GED Option program?**

* The Oregon Department of Education (ODE) administers the State GED Option Program.
* Resident school districts are accountable for GED Option Program outcomes and achievement toward high school diploma requirements.
* GED transcripts are available on [GED webpage](http://www.ged.com). For some individuals who completed their GED years ago, transcript help is available through the State GED Test Administrator, Adrienne Ochs adrienne.ochs@state.or.us

**Q3: When was the GED Option Program put into effect?** On January 2, 2002 all test sites began implementing this instructional program.

* In 2014, the GED moved from a pencil and paper test to computer. The 2014 series is aligned with the Oregon State Standards, and results in the determination of student strengths and developmental needs, and provides two levels of performance: 1) A High school equivalency certificate, and 2) College and Career Readiness content endorsements for those who score at higher levels.

**Q4: Why is the Oregon Option Program Needed?**

* The State Board of Education, the Oregon Department of Education (ODE), and the Department of Community Colleges and Workforce Development (CCWD) are committed to offering educational options to ensure success for all students.
* Students under the age of 18 and not participants of a GED Option Program must present an “Exemption from Compulsory Attendance” from their school district in order to take the GED tests.
* Oregon ***adults*** are allowed to take each of the four GED subtests, one at a time; the GED Option provides the same opportunity for 16 and 17-year-old
students while they study for and take GED subtests while enrolled in school.

**Q5: Who may submit a local application to the Department of Education?**

* School districts on behalf of their schools and the entities with which they contract for their educational services.
* ESDs that offer GED instruction and register home schooled students.
* Community Colleges in areas where there is no other institution providing the GED Option Program for home schooled students.

**Q6: Is there a deadline for GED Option Applications?**

* No, the GED Option Program application process is ongoing and addresses the GED Testing process only. Preparation programs are separate from the GED Option Program and should continue to operate while districts submit GED Option Program Applications for approval.
* The ODE will send out verification letters every spring to ensure that the GED Options Programs on the list are still providing services to students.

**Q7: What happens after an application is submitted by a district?**

* After submission applicants will receive written approval or a request for revision.
* Approved districts will be notified by email, the site will be added to the GED Options list posted on the ODE website, and GED Testing Centers will be notified of their approved status.
* Students will take the appropriate district authorization letter and a copy of their signed release of information disclosure form (see samples) to a Testing Center.
* Districts will be allowed to use the State form with the local district letterhead, with the same information.

**Q8: Who will approve district applications?**

* The Oregon Department of Education has the responsibility of approving district
and ESD applications.
* Contact: Annie Marges, ODE: (503) 934-0787, annie.marges@state.or.us

**Q9: How will the district GED Option program be monitored?**

Oregon Department of Education has responsibility for:

* the application and assurances;
* district and school student outcomes and
* the school financial monitoring system.

Any one or all of these may be used to monitor the GED Option Program.

Community Colleges and Workforce Development has responsibility for assuring:

* information service monitoring
* communication with GED Testing Service
* Students are issued GED transcripts and certificates

**Q10: How will GED Option schools be tracked?**

* GEDTS has identified the NCES school code is used as the tracking code for Oregon schools.
* Schools or programs without an NCES code are tracked by their Resident/Attending District/School Institution ID Number.

**Q11: What is required to be a GED Option student?**

A candidate for the GED Option Program must be

* at least 16 years of age;
* a full year's academic credit behind their 9th grade cohort **or** for other reasons specifically identified in the local plan, unable to complete their diploma with their cohort;
* able to demonstrate their reading level to be 8th grade or above according to local requirements, which is considered sufficient to successfully complete GED instruction and testing;
* approved for participation after completing the local approval process as outlined in the district's GED Option application.
* enrolled in high school and able to provide the following information:
* First, Middle and Last Name
* Date of Birth
* Four-Year Cohort Graduation Year
* Oregon Student State Identification Number (SSID)
* Resident/Attending District Institution Number

**Q12: How will students benefit?**

* Students who meet the criteria for GED Option will benefit through the opportunity for:
	+ quality instruction aligned with Oregon Standards, Essential Skills and Diploma Requirements;
	+ adequate counseling and support services; and
	+ testing on GED subtests while still enrolled in school.

**Q13: Does each school district need to provide an in-house GED instruction program?**

* It is not necessary for a school district to provide an in-house GED instruction program; existing district alternative instructional systems may well serve the district's needs, along with community college preparation programs.

**Q14: What happens to a student whose district does not choose to be a GED Option district?**

* Students of the non-participating public school district, including their alternative providers, may not take the GED tests while enrolled in school.
* The exemption and re-enrollment of students for the purposes of taking GED tests is not allowed by GEDTS.
* An "Exemption from Compulsory Attendance", following the process outlined in OAR 581-021-0076, is required for Public School District students to take the GED tests if the students’ resident district does not offer the GED Option Program.

**Q15: Who is authorized to issue an Exemption from Compulsory Attendance?**

* Only **school districts** in Oregon are authorized to exempt students from Compulsory attendance (OAR 581-021-0076). The process for granting an exemption is based on Oregon Revised Statute, is implemented according to local **school district policy, and applies only to students who are enrolled in the district**.

**Q16: May GED Testing Centers accept an Exemption from Compulsory Attendance from any school district?**

* GED Testing Centers may accept an Exemption from Compulsory Attendance, with an original signature, from any school district in Oregon. If the school district is not within the local area, it is advisable to call to confirm the signature is valid.

**Q17: Is an Exemption from Compulsory Attendance issued by another state or country valid in Oregon?**

* No, an Exemption from Compulsory Attendance from another state or country is
not valid in Oregon. Other states and countries do not have the authority to
exempt students from attending school in Oregon.

**Q18: Why is it required to establish a specific student/teacher ratio?**

* The requirement for an appropriate student/teacher ratio is included in the GEDTS state plan guidelines.
* This requirement is supported by OAR 581-022-2335, which requires districts to establish policy addressing student/teacher ratios.

**Q19: Why is there a reading criterion?**

* The GED test is normed on graduating seniors.
* Individuals who do not read at 8th grade level or above will have difficulty in passing the GED tests.
* To ensure adequate preparation and increase the potential for student success on the GED tests. Students with low reading skills will require additional skill building before they are eligible to take GED tests.

**Q20: Why is a team required to establish student eligibility?**

* Using a team to establish student eligibility is a requirement by the GED Testing Service for the Oregon GED Option Program.
* Teams build upon existing Oregon formats for alternative program planning such as Individual Education Plans (lEPs), 504 Plans and the Exemption from Compulsory Attendance.

**Q21: Why must a student be one full year behind their 9th grade cohort or have clearly identified reasons for not being able to complete their diploma with their cohort to qualify for the GED Option program?**

* The Oregon Department of Education, Department of Community College and Workforce Development and GED Testing Service do not want to
encourage early exit from high school for the purpose of taking GED tests.

**Q22: How long do students have to earn a GED Certificate?**

* There is not a prescribed length of time to complete a GED Certificate, as test scores do not expire.

**Q23: How do home school students access the GED Option?**

* Local Education Service Districts (ESD) may serve as GED Option providers for
home school students. Approved ESDs will confirm that home school parents
have notified the ESD of their intent to home school, have signed the GEDOption Assurance Form (see samples) and are eligible to participate in the GED Option program. The GED Option Assurance Form and the ESD confirmation will allow students to access appropriate GED Option Instructional Programs and GED Testing.

**Q24: How can home schooled students participate in GED Testing prior to the age of 18?**

* In some areas, registered home school students may access GED testing through the local ESD, but only if the ESD chooses to participate in the GED Option Program.
* In areas where the local ESD does not oversee the GED Option Program, the local community college may elect to provide that service to home school students.
* Home schooled students who do not have access to a participating ESD or community college must enroll in their local school district and request an Exemption from Compulsory Attendance or a referral to the GED Option Program in order to take the GED Tests. Only resident district enrolled students may participate in the GED Option Program or be provided with an Exemption from Compulsory Attendance.

**Q25: How do districts handle students who are new to the district and do not wish to enroll in school?**

* The GED Option is intended to provide assistance to selected secondary students who are attending public high school, receiving high school credit and eligible to access those support services required to ensure their success in a GED program.
* Students who move into a school district and choose not to enroll in the Oregon Education System will be excluded from GED testing until the age of 18, unless they are able to access GED testing through their local ESD as a home school student.

**Q26: Are 18 year-olds eligible to participate in a GED Option Program?**

* 18 year-olds who are enrolled in school must participate in the GED Option Program to access GED testing. As with 16 and 17 year-old students, districts will submit the District Authorization Letter the Release of Information Disclosure form and the GED Testing Authorization Form in order to receive GED scores and completion information (see samples).

**Q27: Will schools and programs offering the GED Option Program be required to allow students awarded the GED Certificate to participate in high school graduation ceremonies?**

* It is required that the district/program provides a recognition ceremony for students who earn the GED Certificate; however, students are not required to attend.
* The high school graduation ceremony is one opportunity but GED Option Program student participation in the high school graduation ceremony remains a local district decision.
* GED Option Sites, school district programs and community colleges may conduct their own ceremonies.

**Q28: If a student earns a GED Certificate are they eligible to return to high school and earn a diploma?**

* Yes, earning a GED does not exempt a student from a Free Appropriate Public
Education (FAPE).
* Students participating in GED Option Program aligned with Oregon Standards, Essential Skills and diploma requirements may be awarded high school credit toward graduation.

**Q29: How can school districts ensure that school personnel have access to GED test scores and completion information?**

* Properly recorded student identification and institution numbers allow for tracking of information from the GED Test Centers or the state GED database maintainedby the GED Testing Service and accessible by the Department of Community College and Workforce Development (CCWD).
* A written parental release of information which authorizes the student to sign the confidentiality release on the US Demographic form must be on file with authorized GED testing centers (see samples).

**Q30: How will GED testing sites know which school districts are GED Option Program districts?**

* The school district letterhead identifies the district on the GED letter of authorization (see samples).
* A list of approved districts and schools is posted on the ODE website.

**Q31: Do districts have to pay a fee to participate in the GED Option Program?**

* GEDTS does not charge an annual fee to participate in the GED Option Program, so there is no fee to participate in the program at this time.

**APPLICATION CHECKLIST**

## What should be included in the application?

* Step 1. Completed application Cover Pages
* Step 2. Completed Statements of Assurances – ***Initialed and signed Assurances*** )
* Step 3. GED Option Program Application Section – Questions
* Step 4. Attach copies of each of the following district forms (samples included):
1. GED Option Program Participation Agreement (to document team meeting)
2. GED Option Program Parental Release of Student Information
3. School District Letter authorizing student to take a GED Test (authorization)
4. GED Option Site Closure Form (as needed)
5. Request for additional GED Option Program Site(s) Form (as needed)

After submission of a completed application, applicants will receive written approval or request for revision(s).

**APPLICATION COVER PAGE**

**SUPERINTENDENT STATEMENT OF ASSURANCES**

Superintendent

Principal/Program Coordinator

District or School

Mailing Address

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail

|  |
| --- |
| **District Statement of Assurances for:**\_\_\_\_[Insert School District Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I hereby confirm that the administrator and contact person at all sites listed under "Modality of instruction and percentage of student time", question 14, are aware of and agree to comply with the assurances and program requirements included in the GED Option Application form submitted by the 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 GED Option instructional program is aligned with Oregon Standards, Essential Skills and Diploma Requirements.
* The District agrees to support the implementation of the GED Option as proposed in the District Application.
* The District agrees to the provisions in the list of program requirements attached hereto and made a part hereof.
* The district agrees to provide information as requested by the Oregon Department of Education in a timely manner.

 Signature of Superintendent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Superintendent’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION COVER PAGE (Continued)**

**PROGRAM DIRECTOR STATEMENT OF ASSURANCES**

Program Director

Program Site

Address

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail

|  |
| --- |
| **Program Statement of Assurances for:**\_\_\_\_[Insert Program Site Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I hereby confirm that the administrator and contact person at all sites listed under "Modality of instruction and percentage of student time", question 14, are aware of and agree to comply with the assurances and program requirements included in the GED Option Application form submitted by the School District.Upon notification of program approval, the district will certify that:* The proposal has been approved by board of directors and is consistent with existing policies, rules and contracts.
* The GED Option instructional program is aligned with Oregon Standards, Essential Skills and Diploma Requirements.
* The Program agrees to support the implementation of the GED Option as proposed in the Program Application.
* The Program agrees to the provisions in the list of program requirements attached hereto and made a part hereof.
* The Program agrees to provide information as requested by the Oregon Department of Education in a timely manner.

 Signature of Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Director’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| **Superintendent/Program Director Assurances** |
| ***Initials*** |  |
|  | Student Requirements: |
| \_\_\_\_\_\_\_\_\_\_ | 1. Students served by the GED Option Program will be at least 16 years of age.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Students will be at least 1 year’s credit behind their 9th grade graduation cohort or unable to complete their diploma with their cohort.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Participating student’s independent reading level (in English or Spanish) will be sufficient to successfully complete GED instruction and testing.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. An approval process has been established to facilitate student evaluation for participation in the GED Option Program.
 |
|  | **District Requirements:** |
| \_\_\_\_\_\_\_\_\_\_ | 1. Guidelines have been established for the formal meeting to be held to determine that the GED Option Program is the most appropriate placement for each applicant.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. The GED Option Program agreement will be outlined in an agreement to be signed by all required participants (see samples).
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Students and parents will be notified annually of the availability and requirements of the GED Option Program.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. The student/teacher ratio in GED Option courses will meet the district guidelines. The suggested ratio of 15:1 is considered to be optimal. Deviation from this ratio will be granted in the application approval process on a case-by-case basis.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Instruction in the GED Option Program is sufficient to prepare candidates to pass the GED tests and instruction meets the funding guidelines established in OAR 581-023-0006.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Accommodations have been made to allow for the participation of students with a current Individual Education Plan (IEP) or Section 504 Plan, providing a placement meeting has occurred and the GED Option Program is determined to be an appropriate placement.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Students who successfully complete the GED Tests shall be awarded the Oregon GED Certificate.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. If students will not attend the traditional high school graduation ceremony, an appropriate recognition ceremony will be established for students who earn the GED Certificate.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Program data required by the GED Option Program will be collected and submitted to the Oregon Department of Education in a timely manner.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Students will be placed in a GED Option Program as a result of the decision of the GED Option Team and will remain enrolled in the resident school district for the purpose of receiving state school funding and will have access to all services and programs available to other district students.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. An appeals process has been established to address issues resulting from parent and/or student complaints regarding the GED placement screening process. District process for complaints and appeals are described in OAR 581-022-2370
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Each GED Option Program student will be provided a District Authorization Form when the student is prepared to take any GED test.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Should the local GED Option Program fall below the established baseline, an improvement plan will be developed with Oregon Department of Education staff.
 |
|  | Counseling |
| \_\_\_\_\_\_\_\_\_\_ | 1. Counseling will be provided for each participant before entry into the GED Option Program and will be made available during participation in the GED Option Program as outlined in the District Application.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Student records for the GED Option Program and academic credits earned will be maintained by the district in a manner consistent with the provision of OAR 581-021-0430.
 |
|  | Curricula and Instructional Content |
| \_\_\_\_\_\_\_\_\_\_ | 1. Instruction in the GED Option Program addresses Oregon Content Standard, essential skills and diploma requirements.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. The primary focus of the GED Option Program is to help students develop the skills they need in order to pass the five areas of the GED Test: Writing, Social Studies, Science, Reading Literature, and Mathematics. This includes instruction aligned with the Oregon Content Standards and Essential Skills established for high school students in the traditional high schools and includes broad cognitive as well as basic skills.
 |
|  | Effective Instructional Delivery |
| \_\_\_\_\_\_\_\_\_\_ | 1. All instructional staff involved in the GED Option Program meet the qualifications required for public secondary, public alternative, or private alternative teachers as established in Oregon Revised Statute and Administrative Rules.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Instruction in the GED Option Program will be of sufficient intensity and duration to ensure that participating students have an opportunity to raise their skills to the level necessary to earn a GED Certificate in a reasonable period of time.
 |
| \_\_\_\_\_\_\_\_\_\_ | 1. Instructional strategies and methods used in the GED Option Program will consider the particular needs and experiences of the GED Option population.
 |

**GED OPTION PROGRAM APPLICATION**

**DISTRICT PROPOSAL**

PROPOSAL: Provide an overview of the proposed GED Option Program, including the following requirements by number.

##### GED Option Program Requirements

Student Requirements

1. Describe how it will be determined that the student’s reading level is adequate (8th grade or above) to successfully complete GED instruction and testing,

***Examples include:***

[ ]  Met or exceeded the 8th grade reading benchmark;

[ ]  Scores 235+ on the Comprehensive Student Assessment System (CSAS) Reading;

[ ]  Scores at grade level 8.5 or above on the Test of Adult Basic Education (TABE);

[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach documentation and policies as necessary)

1. Students who are at least one year behind their cohort are eligible to participate in the GED Option Program. Describe established criteria or policy for participants who are not one year behind their 9th grade cohort:

***Examples include:***

[ ]  Teen parents;

[ ]  Emancipated minors;

[ ]  Students with a specific economic hardship;

[ ]  Institutionalized students;

[ ]  Students in medical treatment programs;

[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach documentation and policies as necessary)

General Requirements

1. Describe the guidelines that have been established for the formal meeting required, to determine that the GED Option Program is an appropriate placement for each applicant.
2. Describe how students and parents will be notified annually of the availability and requirements of the GED Option Program.
3. Identify the established student/teacher ratio in GED Option courses and the basis on which that number was determined. (suggested ratio, district policy, etc.) If the number varies throughout the district, identify the ratio for each program and include supporting information.
4. What accommodations are in place to allow for the participation of students with current Individual Education Plans (IEP) or Section 504 Plans? Formal IEP placement meetings and procedures are required prior to students being served by the program.
5. How will the district provide for the required recognition ceremony for students who earn the GED Certificate? If students will not attend the traditional high school graduation ceremony, please describe the recognition ceremony.
6. Describe the appeals process that has been established to address issues resulting from parent and/or student complaints regarding the GED placement screening process. District process for complaints and appeals are described in OAR 581-022-2370.

Counseling Requirement

1. Describe how counseling services will be made available to GED Option Program students.

Curricula and Instructional Content Requirements

1. Describe the instructional program or programs available for GED Option students.
2. How have the GED Option program curricula been aligned with the current Oregon Content Standards and Essential Skills required for high school graduation?
3. Describe how academic credit will be awarded for coursework demonstrating proficiency in Oregon Content Standards and Essential Skills required for high school graduation.

Effective Instructional Delivery Requirements

1. Effective GED Instructional Programs need to be of sufficient intensity and duration to ensure the participating students have an opportunity to raise their skills to the level necessary to earn a GED Certificate and credit toward a high school diploma. Indicate below the length of time the program will be available to students for instruction, preparation and testing. All on-site and alternative providers should be identified.

|  |  |  |
| --- | --- | --- |
| **Provider Name/Location** | **Duration (length of session)** | **Intensity (days/hours required)** |
|  | [ ]  Semesters \_\_\_\_\_\_\_\_\_\_\_ (number of semesters)[ ]  Quarters \_\_\_\_\_\_\_\_\_\_ (number of quarters) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Days per Week Hours per Day\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ]  Semesters \_\_\_\_\_\_\_\_\_\_\_ (number of semesters)[ ]  Quarters \_\_\_\_\_\_\_\_\_\_\_ (number of quarters) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Days per Week Hours per Day\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ]  Semesters \_\_\_\_\_\_\_\_\_\_\_ (number of semesters)[ ]  Quarters \_\_\_\_\_\_\_\_\_\_\_ (number of quarters) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Days per Week Hours per Day\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ |

Modality of instruction and percentage of student time

1. An effective instructional program will include instruction in multiple modalities. Please indicate the modalities found in your program and the percent each will be used throughout the instructional time. If information varies by program, complete #14 for each program listed.

**Modality** **Percent of Student Time**

[ ]  Self-study, individualize \_\_\_\_\_

[ ]  One-to-one instruction (tutoring) \_\_\_\_\_

[ ]  Self-study (small group) \_\_\_\_\_

[ ]  Direct Instruction (intermediate group) \_\_\_\_\_

[ ]  Direct Instruction (large group) \_\_\_\_\_

[ ]  Computer-Based Instruction (online) \_\_\_\_\_

[ ]  Other \_\_\_\_\_

GED Option Program Participating Sites

### 15. Please provide the list and contact information for your GED Option Instructional Sites.

| School orProgram and Location | Contact Person | Title | Phone Number |
| --- | --- | --- | --- |
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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Superintendent/Principal Signature* Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Principal or Program Director Signature* Date**

***Sample - GED Option Program Participation Agreement***

*[Insert School District Letterhead]*

*[Insert GED Option Site Name]*

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

Date of Birth (DOB): \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Four-Year Cohort Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student State Identification Number (SSID): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Attending District Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Attending School Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Requirements:**

1. [ ]  Student served by GED Option Program is at least 16 years of age.
2. [ ]  Student is at least one year’s credit behind their 9th grade cohort or unable to complete their diploma with their cohort.
3. [ ]  Participating student’s independent reading level (in English or Spanish) will be sufficient to successfully complete GED instruction and testing (8th grade reading level or higher)
4. [ ]  Student will follow approved course plan for successful completion of GED Preparation and Testing.

**Program Requirements:**

1. [ ]  Student will participate in daily classroom instruction and activities aligned with Oregon academic standards established for high school students and are based on broad cognitive as well as basic skills needed for successful completion of all five areas of the GED Test.
2. [ ]  Student skills will be evaluated every 6-weeks by formative assessment of student progress in determining the development of skills necessary to successfully pass all five areas of the GED Test and progress toward a high school diploma.

A meeting to determine eligibility in the GED Program at (*Insert GED Option Site Name)* has been held on ***(insert month, day and year***) and the preceding agreements have been made for *(Insert GED Option Student Name)*.

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Sample - GED Option Program Parent Release of Student Information***

GED Option Program

Parent Release of Student Information

**Release of Information:** I hereby give my permission to [Insert name of testing center]to report the above student’s GED test status and test scores if requested, to (please check appropriate box(s):

[ ]  [Insert district, school and appropriate office]

[ ]  [Insert names of GED Instructor(s) - list names]

**Student:**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

Date of Birth (DOB): \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Four-Year Cohort Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student State Identification Number (SSID): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Attending District Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Attending School Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:**

I also hereby give the above student my permissions to sign GED Testing Service documents as required for GED testing.

Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

***Sample - District Authorization Letter for Students to Take GED Test***

Date:

Address [*Insert Testing Center*]

Dear *[insert contact name]:*

This letter certifies that [*insert name of GED Option Program candidate]* is at least 16 years of age and authorized to take the [*identify the appropriate GED test(s)]*.

This letter confirms that the testing candidate has received appropriate counseling and instruction and is prepared to test.

This letter assures that the parent, guardian or emancipated student has signed a form for release for information, which is on file at the resident district

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

Date of Birth (DOB): \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Four-Year Cohort Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student State Identification Number (SSID): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Attending District Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Attending School Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

[Insert *District GED Option Program Coordinator/Administrator*]

*[Insert School District Letterhead]*

# Notification of GED Option Program Site Closure

Name of GED Option Site Closing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closure Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Originating District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution Number **or** NCES Code­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for closure:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator/Administrator Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Insert School District Letterhead]*

***Request for Additional GED Option Program Site(s)***

To add one or more GED Option Program sites:

**The following information *MUST BE* provided for *EACH* new location:**

1. Name of New GED Option Site
2. Reason for adding an additional GED Option Site
3. Originating District
4. Contact Person (Coordinator/Administrator)
5. Address
6. Phone Number
7. Email

Curricula and Instructional Content Requirements

1. Describe the instructional program or programs available for GED Option students.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. How have the GED Option program curricula been aligned with the current Oregon Content Standards and Essential Skills required for high school graduation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Describe how academic credit will be awarded for coursework demonstrating proficiency in Oregon Content Standards and Essential Skills required for high school graduation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Effective Instructional Delivery Requirements

1. Effective GED Instructional Programs need to be of sufficient intensity and duration to ensure the participating students have an opportunity to raise their skills to the level necessary to earn a GED Certificate and credit toward a high school diploma. Indicate below the length of time the program will be available to students for instruction, preparation and testing. All on-site and alternative providers should be identified.

|  |  |  |
| --- | --- | --- |
| **Provider Name/Location** | **Duration (length of session)** | **Intensity (days/hours required)** |
|  | [ ]  Semesters \_\_\_\_\_\_\_\_\_\_\_ (number of semesters)[ ]  Quarters \_\_\_\_\_\_\_\_\_\_ (number of quarters) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Days per Week Hours per Day\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ]  Semesters \_\_\_\_\_\_\_\_\_\_\_ (number of semesters)[ ]  Quarters \_\_\_\_\_\_\_\_\_\_\_ (number of quarters) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Days per Week Hours per Day\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ]  Semesters \_\_\_\_\_\_\_\_\_\_\_ (number of semesters)[ ]  Quarters \_\_\_\_\_\_\_\_\_\_\_ (number of quarters) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Days per Week Hours per Day\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ |

Modality of instruction and percentage of student time

1. An effective instructional program will include instruction in multiple modalities. Please indicate the modalities found in your program and the percent each will be used throughout the instructional time. If information varies by program, complete #14 for each program listed.

**Modality** **Percent of Student Time**

[ ]  Self-study, individualize \_\_\_\_\_

[ ]  One-to-one instruction (tutoring) \_\_\_\_\_

[ ]  Self-study (small group) \_\_\_\_\_

[ ]  Direct Instruction (intermediate group) \_\_\_\_\_

[ ]  Direct Instruction (large group) \_\_\_\_\_

[ ]  Computer-Based Instruction (online) \_\_\_\_\_

[ ]  Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_