

High School Equivalency

This Tip Sheet has been designed to assist Districts in reporting students who are referred by schools to test for a High School Equivalency certificate.

For students who chose to pursue the high school equivalency certificate:

- It is the Department's expectation that the school continues to provide oversight and support for students who stay enrolled in school while pursuing a high school equivalency certificate.
- During the school year, the student should be withdrawn with an ExitCode of W1 and re-entered with EntryCode of R1 and an EnrollmentStatus of 12.
- Students should remain enrolled in school even if they are preparing for the high school equivalency certificate at a local adult education center.
- Attendance and student progress must still be tracked by the responsible school.
- These students should remain on the rolls of the school and be reported along with all other students in the BOY and EOY.

When students complete the high school equivalency certificate:

- If the student receives his/her High School Equivalency Certificate, the student may be reported as graduated. The PromotedIndicator to use is 3 and the DiplomaType is 4 to identify high school equivalency completers.
- If the student completes the program and receives his/her high school equivalency certificate midyear, please use an ExitCode of W11 to indicate the student completed before the end of the school year (or over the summer months with an enrollment status of 7 in the BOY.)
- Post grad plans will also be needed for reporting purposes.

For student over 18 years of age, who choose to withdraw from school:

- Enter a ExitCode of W20 – W29, to identify the student as dropping out.
- If the student subsequently earns a high school equivalency certificate, you can re-enroll the student, exit and complete the student on the same day using DiplomaType 4.

ADDITIONAL NOTES FOR STUDENTS UNDER 18

If students wish to be referred to take the HiSET® Test the following procedure should be observed:

- Be sure the student has passed the **official** pretests with scores at or above the passing levels for the actual test.
- The Request to Waive the Age Requirement Form has been completed.

For more information, please contact the i4see Help Desk at i4see.help@doe.nh.gov or call 271-2775.