

Obtaining a High School Equivalency (HSE) credential, may be a viable option for an overage under-credited student based on their unique needs and individual circumstances. A HSE can position an overage under-credited student for a career or continued education. This guidance document is intended to support school administrators and staff in evaluating and pursuing the option of a HSE program and credential for an overage under-credited student. Email jumpstart@la.gov with questions.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q1: Is a student able to pursue a HSE credential independently or is the student required to enroll in an approved HSE program?

A1: A student must enroll / transfer into a local education agency (LEA)-monitored HSE program or a Louisiana Community and Technical College System (LCTCS) WorkReady U Adult Education Program to pursue the HSE credential.

Q2: What is a local education agency (LEA)-monitored HSE program?

A2: A HSE program authorized by the LEA to be offered to an overage under-credited student, and meets the unique needs and circumstances of the student.

Q3: Who is able to refer a student to a local education agency (LEA)-monitored HSE program?

A3: Students up to age 17 must be referred by a parent / legal guardian. Students age 18 or older are able to self-select into an LEA-monitored HSE program.

Q4: What is a LCTCS WorkReady U Adult Education Program?

A4: A LCTCS WorkReady U Adult Education Program provides adult education and literacy services, workforce preparation skills, workplace literacy, integrated education and training, and integrated English Literacy and Civics Education Programs for eligible individuals. The LCTCS WorkReady U Adult Education Program prepares a student for the HSE exam. To locate a program provider in your area, please visit the LCTCS WorkReady U Adult Education Program [website](#) and the section titled “*Find A Program Provider*”.

Q5: Who is able to enroll in a LCTCS WorkReady U Adult Education Program and what is the process to enroll a student?

A5: Individuals who are 16 years of age, and are not enrolled or required to be enrolled in secondary school under state law. Students who don't have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or is an English language learner. Students 16-17 years of age, not enrolled in K-12, must have a hardship [age waiver](#) approved and signed by the local superintendent and / or the designee to enroll in a LCTCS WorkReady U adult education program. Students age 18 or older, not enrolled in K-12, must have a drop slip from the LEA to be eligible to enroll in a WorkReady U Adult Education Program. For a student enrolled in a LCTCS WorkReady U Adult Education Program, the LEA should exit the student using code 11 in the Student Information System (SIS).

Q6: Is a student who earns a HSE credential through enrollment in a LCTCS WorkReady U Adult Education Program considered for accountability?

A6: For accountability incentives, the student enrolled at an LCTCS Adult Ed Program will have until October 1 of the academic year following their last day of enrollment in a public high school to earn the HSE. A school and district will receive 25 index points for a student earning a HSE.

Q7: Can a student enroll in a LEA-monitored HSE program and remain in high school?

A7: A student can enroll in a LEA-monitored HSE program, can and should remain on the LEA enrollment roster until the student either earns the HSE equivalency credential or reaches the age of 21.

Q8: Is a student who earns a HSE credential through enrollment in a LEA-monitored HSE program considered for accountability?

A8: For accountability incentives, the student who remains continuously enrolled in a LEA will have until October 1 following the expected summer graduation of the cohort to earn the HSE equivalency credential (e.g., cohort graduates in May 2018, so student will have until Oct 1, 2018. A school and district will receive 25 index points for a student earning a HSE. If there is a

"break" in enrollment of the student during the four-year cohort, the student will have until October 1 of the third academic year (e.g., student is a current sophomore enrolled in code 35 in Feb 2018 so the student will have until Oct 1 2018)

Q9: How long should it take a student to complete a LEA-monitored HSE program?

A9: The timeline to completion of the HSE program will vary based upon the student's educational functioning level upon entrance into the program. Most students are able to complete a LEA-monitored HSE program within six months to two years.

Q10: What are the eligibility requirements to take the HSE exam?

A10: Student must be at least 16 years of age to take the HSE exam. Students must be enrolled in an approved HSE program [e.g. a LEA-monitored HSE program; or an existing Louisiana Options / Connections program (recognized by Louisiana Community and Technical College System – LCTCS WorkReady U Adult Education Program); or a LCTCS WorkReady U Adult Education Program] to take the HSE exam. HSE test centers require the HSE program the student is attending to issue a Louisiana test authorization form prior to a student taking the HSE exam.

Q11: Is a LEA-monitored program student able to pursue a HSE credential and a Jump Start industry-based credential?

A11: Yes, a student is able to pursue a HSE credential and a Jump Start credential. The attainment of both will position the student for greater long-term success in a career and life. The Department of Education is currently considering accountability incentives for attainment of both credentials.

Q12: What is the process for a LEA-monitored HSE program to be notified the student is awarded the HSE credential?

A12: The LEA will have access to an ETS HSE portal account that provides the ability to manage student accounts. Managing a student account includes accessing student records/results, as well as registering/scheduling a student to take the HSE exam.

Q13: Upon a student earning a HSE credential, how should an LEA indicate credential attainment in SIS?

A13: A student earning the HSE credential should be coded 05 in SIS.