



Alternative High School Equivalency Preparation Program Application and Guidelines



CTE Center at Belmont
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Principal

Mr. Vince Oliverio
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CTE @ Belmont

CTE @ Ellicottville

To Be Completed by CTE Center:

Student Name: _____

TABE Given: Date _____ **By:** _____ **Reading GL:** _____ **Math GL:** _____

District Notified of Results: Date _____

By _____

Packet Completed and Rec'd: Date _____

Student Interview: Date _____ **By** _____

Accepted: yes no **Acceptance letter sent: Date** _____

MISSION STATEMENT

The AHSEP is intended to serve school age students in need of an alternative educational environment. Program standards align with NYS AHSEP regulations, CABOCES policies and established practices of student discipline. The program is designed to develop academic and technical skills necessary to obtain and be successful in the workforce.

**ALTERNATIVE HIGH SCHOOL EQUIVALENCY PREPARATION PROGRAM
"AHSEP"**

(NYCRR Part 100.7 [h])

General Program Description:

This program prepares students to take the examination for a High School Equivalency Diploma. The program operates on a 15 hour a week basis at the Career and Technical Education Centers of Cattaraugus Allegany BOCES. Students must also participate in a Career and Technical Education program.

Eligibility:

- **Student must be between 16 and 17 years of age inclusive.**
- **Student must have completed the school year in which they turned 16.**
- Exception, for city and union free school districts of more than 4500 inhabitants that employ a superintendent of schools, the school board has the authority to require minors 16 – 17 years of age who are not employed to attend school until the last day of school in which they turn 17 (3205 (3) Ed. Law).
- **Student must have a documented 8th grade reading level.** Examples of assessments that may be used to determine grade level equivalent are: Wide Range Achievement Test, IOWA Test, California Achievement Test or other similar assessments or documentation that indicates reading level. Such documentation must accompany the student's application for entry into the program.
- Student must not have been on a regular school day register of grade nine for at least one school year and shall score below the passing score on a State elementary assessment; **or**
- **Student shall have fewer than 12 ½ % of the number of units of credit** required by the school district for a diploma multiplied by the number of years the student has been in grade 9 through 12. School Districts may request that a variance be granted by the Commissioner of Education. (NYCRR Part 100.7 (h) [5]).

AHSEP APPLICATION CHECKLIST

All of the following are required before the student attends the program.

Student Name: _____

To be submitted by the Home School, parent and student as part of the application	AHSEP registration & applicable documents	Date	Home School - sign when completed
	Signed Application Form		
	Signed Attendance Agreement		
	Signed Lunch Agreement		
	Copy of Free and Reduced lunch form-if applicable		
	Signed Student/Parent Commitment		
	State Ed Attachment R – Regents Substitution Form (if applicable) http://www.acces.nysed.gov/common/acces/files/hse/attachmentrform.pdf		
	State Ed. Variance Form B (if required) See link to document on pg. 6 of this application packet		
	Student Essay - attach		
	Transcripts, Discipline and Attendance Records - attach		
To be completed by CSE/School Psychologist	Copy of most recent IEP – including FBA and BIP		
	Copy of most recent Psychological Evaluation		
	Copy of Request for Testing Accommodations		

IDENTIFICATION REQUIREMENTS FOR AHSEP AND TESTING

A student must now have proof of identity when applying for the AHSEP.

The following will be accepted as proof of identity:

Photo Driver’s license or permit

Non-Driver’s Photo ID Card <http://www.dmv.ny.gov/license.htm#nondriver>)

Sheriff ID – for Allegany County

<https://www.alleganyco.com/departments/sheriffs-office/other-services/>

(click on Photo ID’s)

Sheriff ID – for Cattaraugus County

<http://www.cattco.org/sheriffs-office/sheriffs-photo-id>

A school ID card will not work for the exam, even with a picture.

IMPORTANT:

You must have your birth certificate and/or social security card in order to obtain any of the identification types listed above.

Please return all paperwork and documentation to the School Counselor of the CTE Center that serves your home school district. For specific contact information please see the front cover.

**** A five (5) day attendance agreement per quarter is in effect for either/both AHSEP and CTE class. If a student is absent (excused or unexcused, including suspensions) 6 days he/she will be dismissed from their AHSEP and CTE program. They may reapply in 30 calendar days. All NYS regulations, CABOCES rules (student handbook/Code of Conduct) and agreements apply.**

AHSEP APPLICATION FORM

Personal Information (please print)

Student Name: _____ DOB: _____

Home School: _____

Eligibility Requirements

- Student completed school year in which they turned 16 ? yes no

- Student is at substantial risk of not completing the total requirements or a high school diploma? yes no

Please complete for all students:

- A. _____ Enter number of credits required for graduation
- B. _____ Multiply the number in "A" by .125 and enter the results here
- C. _____ Enter the number of complete years student has been in 9-12
- D. _____ Multiply B x C and enter the results here
- E. _____ Enter the total number of credits earned by the student
- F. _____ Subtract D from E and enter (+ or -)

If the number is negative, the student meets AHSEP admission requirements. If the number is positive, complete form B. This can be found on the web at www.p12.nysed.gov/sss/ssae/AltEd/AHSEP_FORM_B.doc

Career Planning

Requested CTE Class: _____

Career Goal: _____

Health Information

The student currently:

Has vision problems yes no Has hearing problems yes no

Has seizure disorder yes no Has allergic reactions yes no

Has physical limitations yes no

Is taking medication yes no Type: _____

Other _____

AHSEP APPLICATION FORM CONTINUED

Attendance/Disciplinary/Behavior/Other Circumstances

Are there concerns in these areas? If yes, please describe) _____

*Please include any anecdotal records with will assist us in meeting the student's needs.

*Please include a high school transcript, even if there are no credits, listing courses taken.

Classification (please check one)

- Student was never classified.
- Student has been declassified.
Indicate former classification _____
- Student is currently classified
Classification _____

AHSEP ATTENDANCE AGREEMENT

Students are allowed up to five (5) excused, unexcused or suspended absences per quarter.

If a student reaches a sixth (6th) absence, in either the CTE or HS Equivalency program, he/she may be dismissed from both programs.

The CTE Principal reserves the right to modify this attendance agreement, in favor of the student, in the event of **documented** hardship, emergency or extenuating circumstances.

With the consent of the home school, a student may re-apply to the AHSEP/CTE program after 30 calendar days.

This attendance agreement serves the CABOCES component school districts by providing educational options for their students. Component school districts pay tuition for the AHSEP. When students do not attend, districts do not receive the service they purchase.

AHSEP LUNCH AGREEMENT

*****Students are not allowed to leave campus at any time, including lunch *****

Students enrolled in the AHSEP may be able to participate in a regular school lunch program through a local school district lunch provider. Lunch menu and dates of availability are determined by the local school district provider. Lunches are not available on days the local school district provider is not in session. **On days when no regular lunch is available it is the responsibility of the student/parent to bring his/her lunch or plan accordingly.**

- **Students attending the CTE Center at Belmont follow the Genesee Valley Central School lunch calendar and menu.**
- **Students attending the CTE Center at Ellicottville follow the Ellicottville Central School lunch calendar and menu.**

ACKNOWLEDGEMENT OF HIGH SCHOOL EQUIVALENCY PROGRAM REQUIREMENTS AND EXPECTATIONS

Student and parent/guardian -- I have read and understand the AHSEP agreements, and if accepted into the program, agree to abide by the CABOCES CTE Student Handbook/Code of Conduct (available at www.caboces.org). If I do not abide by these guidelines, and CABOCES policies/procedures, disciplinary action including removal from AHSEP and CTE programs, may be taken.

Student
Signature: _____ Date: _____

Parent/Guardian
Signature: _____ Date: _____

HS Principal: _____ Date: _____
(Permission for student to apply to the High School Equivalency program)

REQUEST FOR AHSEP TESTING ACCOMMODATIONS

To be completed by School Psychologist

All candidates are required to follow standard test administration procedures established by the New York Stated Education Department. However, **reasonable test accommodations may be authorized**. Eligibility for test accommodations is determined on an individual basis. Written verification, by a competent and appropriate professional person (school psychologist), including a specific justification for administering the tests under the requested conditions must be provided.

There are currently four Disability Categories:

Learning, Cognitive, and Intellectual Disabilities
Physical Disabilities (Long Term) & Chronic Health Conditions
Attention Deficit Hyperactivity Disorder (ADHD)
Psychological & Psychiatric Disorders

ALL FORMS REQUIRE AN ORIGINAL DIAGNOSTICIAN SIGNATURE

Applications may be obtained from:

<http://www.tasctest.com/special-needs-accommodations.html>

Upon completion, the original application must be sent to:

CABOCES HSE Test Coordinator
Mary Giardini
1825 Windfall Road
Olean NY 14760

If you have questions, call (716-376-8214) or email mary_giardini@caboces.org

CRITERIA FOR TAKING THE EXAM

1. At least 17 years old.
2. Passing scores on all 5 parts of the Readiness Assessment.
Practice exams will be given at least 4 x per year
 - Writing (28) Maximum including (8) points for essay portion
 - Reading (20) Maximum
 - Math (20) Maximum
 - Science (20) Maximum
 - Social Studies (20) Maximum
 - Maximum Score 108 points
3. Students must be in good standing in their Career and Technical Education class.
4. The CTE teacher, CTE principal, and home school principal must agree to allow the student to participate in the Exam.

TAKING THE EXAM PRIOR TO COMPLETION OF SENIOR YEAR

It is highly unusual for students to participate in the Exam prior to completing their senior year. This is generally reserved for students with extenuating circumstances and is rarely allowed. However, there are times when this is permissible. Some examples of this are:

1. Student is moving out of state and would like to participate in the Exam prior to leaving due to interfering state testing requirements.
2. Student has a signed commitment letter from the US Military and needs the Exam in order to begin service.
3. Student has a signed acceptance letter from an accredited college.
4. Student pregnancy which may result in dropping out of school.

In the unusual event permission is given, the following criteria apply:

1. Student meets all NYS requirements for participation in the Exam (see above).
2. Student has excellent skills in their career and technical education class.
3. Student is successfully participating in an internship.
4. Student has signed consent of their parent/guardian with permission from the CTE principal, AHSEP teacher, CTE teacher and home school principal.

STUDENTS WHO TEST EARLY CONTINUE TO BE ENROLLED IN THE AHSEP (until notified that student has passed all sections) AND CTE PROGRAM.