

3.11 HIGH SCHOOL DIPLOMA AND GED CERTIFICATE

PURPOSE

- P1. To provide students with opportunities to obtain high school diplomas (HSD) and/or pass the examination for the General Education Development (GED) certificate.

REQUIREMENTS

R1. High School Diploma

Centers shall make every possible effort to assist students in obtaining their high school diplomas, where attainment of same is feasible for a student during his or her enrollment.

Centers shall implement a program to support student attainment of high school diplomas. At a minimum:

- a. The program shall be accredited by the State Department of Education in the state the program is located, or the General Council of Education of the Commonwealth of Puerto Rico, or a recognized accrediting body (acceptable accrediting bodies are listed in Appendix 304).
- b. The center shall not require the student to pay for any fees required for the high school diploma.
- c. Centers that are degree-conferring high schools, Local Education Agencies (LEAs) and/or receive funds from the U.S. Department of Education must assess students with disabilities who may be in need of special education services, and provide those services accordingly. Centers that meet these criteria shall confirm with an appropriate local, state or federal education agency official that its high school program is in compliance with Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities in Education Improvement Act of 2004 (IDEA). The process for assessing students and providing special education services to those students with disabilities must be documented in the Center Plan (see Section 3.1).

R2. GED Preparation and Testing

Centers shall implement a program to support student attainment of GED certificates. At a minimum centers shall:

- a. Provide instruction in the following subjects:
 1. Language Arts, Writing (sentence structure, usage, mechanics and organization)
 2. Social studies
 3. Science
 4. Language Arts, Reading (Literary and Non-fiction)
 5. Advanced Mathematics (Measurement, Algebra, Geometry, Number Relations, Data Analysis, and Statistics)

- b. Require that students enrolled in GED preparation classes take the GED official practice tests.
- c. Establish linkages with local GED test sites to provide regularly scheduled testing dates.
- d. Pay all fees associated with student GED testing.

R3. *Concurrent HSD/GED Programs*

Centers are encouraged to develop concurrent HSD/GED opportunities through local or public educational agencies, private educational agencies, or on-line/virtual learning programs, whenever such entities provide education and training substantially equivalent in cost and quality to that which the center could provide.

Concurrent HSD/GED arrangements must be approved by the regional director and formalized by a memorandum of understanding (MOU) or contract. At a minimum, HSD/GED MOUs or contracts shall include:

- a. Name and location of the HSD/GED provider;
- b. Description of how services will be delivered and coordinated through the student's career development period (CDP);
- d. Methods for determining a student enrollment, progress, and completion in the concurrent HSD/GED program;
- d. Accrediting body certifying attainment of the HSD or GED; and,
- e. All associated costs to the center.

Every effort should be made to reduce class size in approved HSD/GED programs. However, concurrent arrangements must ensure that both programs are not paying for the same services. Center operating budgets/staffing must be adjusted to account for services provided by other concurrent enrollment institutions.

R4. *Reporting/Documentation/Record Keeping*

Centers shall record information on students' GED and high school diploma achievement while on center in the Center Information System (CIS), and maintain the appropriate supporting documentation in the students' permanent Job Corps files.

- a. HSD/GED Completion Reporting
 - 1. The GED completion date recorded in CIS will be the date on the student's GED certificate, if available. If the GED certificate cannot be obtained prior to a student's separation, the center can enter the date of the student's last GED test on the official notification from the GED testing center indicating the student has passed the GED.
 - 2. The official high school diploma completion date recorded in CIS will be the date on a student's diploma. If the high school diploma is not available at the time of a student's separation, the center can enter either (a) the date of the official letter from the diploma-granting institution indicating the student has met all the requirements for graduation and will be issued a

diploma at a later date, or (b) the date on the student's official high school transcripts indicating graduation.

- b. HSD/GED Final Documentation
 - 1. Copies of the GED certificates or official GED scores shall be included in students' permanent files.
 - 2. Copies of high school diplomas students earned while on center, final high school transcripts (if the students earned their diplomas from a center accredited as a degree-conferring high school), and supporting documentation on special education services, as applicable for students with documented disabilities, shall be included in students' permanent files.
- c. HSD/GED Progress Reporting and Documentation
 - 1. Copies of students' GED practice test results (paper answer sheets, or reports generated by official practice test software, or TMS reports) will be maintained by centers required by the states in which they are located to show documentation of official practice test results prior to students taking GED exams.
 - 2. Centers shall record students' test scores in each GED content area in CIS, as written confirmation is received from the testing center. Scores recorded in CIS shall be updated to record higher test scores that students may obtain in retests, as needed, in each content area.
 - 3. Students' progress in their GED and high school diploma programs must be documented in the students' Personal Career Development Plans.

QUALITY INDICATORS

- Q1. Students who come to Job Corps without a high school diploma or GED leave with a high school diploma or GED.
- Q2. Concurrent HSD/GED agreements are suitable, appropriate, and cost-effective to meet program needs.