

Administrative Memo

Date: January 15, 2015

To: School Administrators, Missouri Option Programs

From: Dennis Cooper, Assistant Commissioner

Subject: QS-15-004 - Missouri Option Student Testing and Reporting Dropouts

Each Missouri Option student is in the program because they are at risk of dropping out of high school before graduating. It is imperative that each Missouri Option program adhere to a testing policy that discourages a student from dropping out and increases the chance that the student graduates with a high school diploma.

This guidance comes in response to an emerging trend of Missouri Option students taking and passing Missouri's high school equivalency exam (HiSET) before they have met all of the academic requirements, and then dropping out of high school. Because the passing test scores legally belong to the student, our High School Equivalency Office (HSE) is obligated to issue a *Missouri High School Equivalency Certificate* to the dropout. By adopting the following policy and procedures, LEAs will have the option of issuing a diploma upon successful completion of the HiSET.

Missouri Option students may not be scheduled to take the HiSET exam unless they have previously completed:

- *As required by state statute, Personal Finance, Health and a course in Government, including passing the Missouri and U.S. Constitution tests.*
- *As required, participated in the following End-of-Course assessments: Algebra I or Algebra II as appropriate, English II, Biology and Government.*

The district may only grant the diploma and graduate the Missouri Option Student once these requirements are completed and the HiSET exam is passed.

If the student passes the HiSET test but fails to meet the requirements outlined above and drops out without graduating, the district must report the student as a dropout. The passing HiSET scores will be applied to a *Missouri High School Equivalency Certificate* (HSE Certificate).

Please see page 2 of this document for instructions on appropriately reporting dropouts from a Missouri Option program. For questions or assistance, please contact Dale Wimer at 573-751-3190 or at dale.wimer@dese.mo.gov.

REPORTING MISSOURI OPTION STUDENT DROPOUTS

Student drops BEFORE taking the HiSET exam

- If a student profile WAS NOT entered into the HiSET online system by your program:
 - No action is required
- If a profile WAS entered into the HiSET online system for a student who dropped from your program:
 - Notify the Missouri Option Office:
Dale Wimer – dale.wimer@dese.mo.gov or 573-751-3190
 - ETS will be contacted and the former student’s HiSET status will be changed to “Adult-General Education”

Student drops AFTER taking the HiSET exam

- Former student passed some, but not all of the five subtests and then dropped out:
 - Notify the DESE High School Equivalency Office of the dropout:

HSE/Adult Education
PO Box 480
Jefferson City, MO 65102
(573-751-1248)
 - Provide the former student’s official drop date
 - Former student’s full name
 - Former student’s date of birth
 - Former student’s status will be changed to “Adult-General Education”
 - Former student’s earned HiSET scores will follow them
- **Former student passed the entire HiSET test battery, then dropped out before graduating:**
 - The former student is eligible to receive a Missouri *High School Equivalency Certificate*.
 - Notify the DESE High School Equivalency Office of the dropout:

HSE/Adult Education
PO Box 480
Jefferson City, MO 65102
(573-751-1248)
 - Provide the former student’s official drop date
 - Former student’s full name
 - Former student’s date of birth
 - Former student’s current home address
 - Former student’s phone number
 - The former student will be issued a *Missouri High School Equivalency Certificate*, based on their passing scores earned while in the Missouri Option Program.