

## Administrative Memo

**To:** School Administrators  
**From:** Jocelyn Strand, Coordinator, School Improvement  
**Date:** June 3, 2015  
**Subject:** QS-15-012 - Missouri Option Program and HiSET Test Scores

The Missouri Option Program has been utilized by approximately half of Missouri's Local Education Agencies (LEAs) as an effective means to positively impact the retention of students, lower dropout rates and increase the number of students who are prepared for postsecondary education opportunities or to enter the workforce.

The Missouri Option Program permits full-time, public school students who are age 17 to 20 years and who are at risk of dropping out or not graduating the opportunity to earn a standard high school diploma.

Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. It is a *competency-based* program approved by the State School Board that utilizes a high school equivalency exam as mastery for graduation purposes. The HiSET is the exam sanctioned by the state for the Missouri Option program and is developed and distributed by the Educational Testing Service (ETS). Missouri Option students who successfully pass the exam and complete all other program requirements are eligible to receive a high school diploma.

Despite these efforts, some students fail to complete all of the program requirements necessary to be awarded a diploma. On occasion, students will successfully complete the high school equivalency exam and not complete all of the other program requirements. In these instances, the passing scores belong to the student and the district should provide guidance to students on how to obtain their Missouri High School Equivalency Certificate.

LEAs are encouraged to provide students with the necessary information to successfully obtain this certificate. As such, the attached document will provide a sample format that districts may use to provide notification to students.

If you have any questions, please contact Dale Wimer, Supervisor, School Improvement at 573.751.4426 or 573.751.9094.

Dear [Student's Name]:

In order for a student to graduate from the Missouri Option Program, the student must successfully complete the entire HiSET test battery (all five subtests) as well as the additional requirements outlined by the local school district.

You are receiving this letter because you have failed to meet the additional requirements necessary for high school graduation as outlined by [school district/charter name].

The passing scores from the HiSET belong to the student. The passing scores are applied as follows:

- For students who have passed several, but not all, of the five HiSET subtests and then dropped from the program, the status will be changed from Options to Adult. Passing HiSET scores will remain valid and will be applied to any future testing attempt.
- Students who passed the entire HiSET test battery (all five subtests), and dropped from the program without completing all requirements necessary for graduation are entitled to a **Missouri High School Equivalency Certificate**. In order to receive the certificate, the student must make a request to the state High School Equivalency (HSE) Office:

HSE/Adult Education  
PO Box 480  
Jefferson City, MO 65102  
(573-751-1248)

Requests for the Missouri High School Equivalency Certificate must include the following:

- Full Name
- Date of birth
- Social Security Number
- Current home address
- Phone number

Once passing scores have been confirmed, the HSE Office will mail the **Missouri High School Equivalency Certificate** to the address provided. Your status will be changed in the state system to Adult, making it possible for you to obtain free copies of your official transcript by logging in to the following site:

[https://apps.dese.mo.gov/GEDManagement/Transcript\\_Search.aspx](https://apps.dese.mo.gov/GEDManagement/Transcript_Search.aspx)