

## **LRSD AND ADULT EDUCATION REQUIREMENTS FOR 16 & 17 YEAR OLD STUDENTS**

### **Requirements & Provisions for serving 16-17 year old student in LRSD Adult Education- Protocol & Procedures for GED Waiver:**

### **Requirements and provisions for serving 16-17 year old students relative to GED Waivers and Testing.**

#### **Students interested in pursuing a GED, the parent/guardian must:**

- Petition to the principal for a release to take the TABE (Testing for Adult Basic Education) Test. During which time, the student(s) must be enrolled, in school for at least two weeks and in good standing.
- Principals are asked to draft a letter indicating approval of the student's release to take the TABE Test, along with a specific reason(s) for granting the release.
- After receiving the letter of approval from the principal, the parent/guardian must contact Steven Ewing at 501.447.3412 and/or via email to schedule a date and time to complete the formal application prior to scheduled TABE testing date.
- Upon completing the application, the student(s) will be placed on the roster to be administered the TABE Test at the Adult Education Center on the schedule TABE testing date. Students must score a minimum of 8.5 grade level or above on all sections (Reading, Math & Language Arts) of the TABE (Level A, Forms 11 and 12, Complete Battery).
  - If he/she fails any section of the TABE Test, they will be referred back to the school for remediation and academic support. The respective principal, Dropout Prevention Coordinator and head guidance counselor will be notified via email, fax or school mail of the student's test scores and outcome. We encourage the student and parent/guardian(s) to meet with the school counselor(s) to discuss academic options.
- Upon passing the TABE Test, the student(s) will receive the waiver to enroll at the Adult Education Center for 20 hours per week. Exception: A student can attend 10 hours weekly if he/she is working and have proof of working at least 30 hours a week. The student will attend the adult education classes required number of hours and maintain appropriate conduct.
- The student will be called if he/she is absence from classes each day unless the parent calls and report the student's is absence for that day.

- Any student(s) who does not comply by maintaining appropriate conduct and/or attend classes regularly will be discharged, and required to re-enroll at their assigned school within (5) days from the date of release from the adult education program if under age 18.

We will report attendance of all 16/17 year old enrollees on at least a monthly basis. Please be aware that any students who are granted a waiver to enroll in the GED program will be counted towards your school's dropout numbers.

**NOTE:** A student who is home schooled must have current school year original copy of intent to home school in lieu of a school waiver. A student enrolled in private or parochial school must have a letter from the school administrator verifying enrollment status in lieu of a school waiver.