



ADMINISTRATIVE PROCEDURE 6215
GENERAL EDUCATIONAL DEVELOPMENT EXAM - GED

Responsible: Office of Student Services

PURPOSE

This administrative procedure shall describe and define protocols related to student requests to temporarily withdraw from high school in order to take the General Educational Development Exam (GED) in the Washoe County School District.

PROCEDURE

1. After withdrawing from high school for a period of no more than 3 days, a student will either enroll in Innovations High School, go to another available GED preparation program (e.g. TMCC), or may take the GED at the next testing opportunity.
 - a. The GED is considered a "second opportunity, not a first opportunity" to obtain a high school diploma.
2. All students under the age of 18 must be enrolled and attending school (NRS 392.040). Any student less than 18 may withdraw to take the GED for 3 days and must be reenrolled and attend school until such time as the student can prove passage of all parts of the GED. This is generally 30 days from the time the test is taken. This reenrollment procedure is to prevent the student from becoming behind in all of his/her coursework in the event he/she doesn't pass the GED exam. The student under 18 years of age cannot legally withdraw without passing all sections of the GED. This means that the student under 18 years of age cannot be excused from attendance until proof is presented that the GED has been passed.
 - a. Students who are 18 years of age and still within the graduation cohort should be encouraged to continue taking coursework toward a diploma either at the zoned school or an alternative setting (See Administrative Procedure related to Adult Diploma).
3. For students who are at least 16 years of age, less than 18 years of age or are 18 years of age, but still within the graduation cohort, these steps must be followed:
 - a. Student and parent/guardian will meet with the counselor at the home high school to discuss the options and consequences of withdrawing to take the GED.
 - b. The counselor will make certain that the parents and student understand the student must re-enroll and will be considered truant if they do not come back to the high school immediately after taking the GED test.

- c. If it is determined that it is in the student's best interest to pursue the GED, the home high school will complete the "High School Referral to GED Program."
- d. Prior to withdrawing from the home high school, the student/parent will contact Innovations High School to arrange to take a practice GED.
- e. After completing the practice test, if it is determined that the student is a good candidate to take the regular GED test, the student must apply in writing to the WCSD Superintendent's Office for permission to enroll in a GED preparation class or take the GED exam. (Students who are 18 years old and still within the cohort do not need to apply to the Superintendent).
- f. After the permission letter is received from the Office of Student Services, the student will take the approval letter to the home high school in order the parent must take the letter to Innovations High School to set up an appointment to take the GED.
- g. Students must re-enroll in their home high school no more than 3 days after taking the GED so that if the GED is not passed, the student will not be too far behind in his/her classes.
- h. If the student is taking the GED test, the student must withdraw just to take the test (3 days maximum) and then re-enroll at their zoned school until they have results showing they passed, at which time they may be withdrawn.
- i. The student and parent/guardian will make an appointment with the Innovations HS counselor to enroll in a GED preparation class and/or to take the GED exam (\$65 cash or money order).
 - i. Note: 16 year olds will not be enrolled in Washoe Adult GED prep classes.
- j. In order to be allowed to enroll concurrently in a preparation class, the 16 or 17 year-old must present ALL of the required forms: original referral form, Pre-GED Examination Test Results, Student Services' permission letter, and withdrawal papers from the home high school.
- k. All enrollments for the GED preparation course will be concurrent for those students who are within the graduation cohort.
- l. Students will withdraw to take the GED test, but not the GED preparation class.
- m. A student may wish to seek enrollment in Innovations High School. With permission of the Innovations High School administration, the student may

enroll in Innovations HS to continue taking courses while waiting for the GED results. Additionally, a student who has earned a GED may continue taking courses to earn a standard diploma at Innovations HS if the student is enrolled full-time and making progress. In order to register for the GED exam only, the 16 or 17 year-old must present the original referral form and Superintendent's permission letter.

- n. 16 or 17 year old students must withdraw to take the GED only (3 days maximum), re-enroll and remain enrolled in their home high school until such time as the GED is passed.
4. For students who are at least 18 years of age and out of the graduation cohort, these steps must be followed:
 - a. Student must meet with counselor at zoned school to determine appropriate placement/referral. If the student/counselor feel that the student would benefit in taking the GED, the student/counselor will contact Washoe Innovations High School to schedule a practice GED. Upon completion of the practice GED, a determination will be made as to whether the student should take the GED, or enroll in Washoe Adult for GED prep classes.
 - b. For students electing to take the GED: The student must contact Innovations High School to make an appointment to take the GED exam (\$60 cash or money order). The student may withdraw from their zoned school at that time.
 - c. If the student needs further preparation, the adult high school counselor at Innovations High meets with the student to review information to ensure appropriate placement.
 5. A student who has been awarded credit or who has waived credit as a result of scores on the GED may not apply those credits toward a Standard, Advanced, or Honors (NAC 389.694) diploma. A student cannot waive credits as a result of scores on the GED for an adult diploma until the student is 18 years old and out of the graduation cohort.
 6. On a case by case basis, the student who has earned his GED and wishes to return to a comprehensive high school must apply for enrollment to the School Performance Office.
 7. In order to be eligible for a Millennium Scholarship, a student with a GED instead of a high school diploma must pass all sections of the HSPE, earn an ACT composite score of 21 or SAT combined score of 990 or higher, and meet the GPA (for all courses completed) and residency requirements.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
9/2012	1.0	Adopted as Accepted Practice
10/2014	2.0	Revised: converted to Administrative Procedure