

## Office of Career and College Readiness

# High School Equivalency (HSE) Guidance

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Obtaining a High School Equivalency (HSE) credential may be a viable option for an overage under-credited student based on his/her unique needs and individual circumstances. A HSE credential can position an overage under-credited student for a career or continued education. This guidance document is intended to support school administrators and staff in evaluating and pursuing the option of a HSE program and credential for an overage under-credited student. Email [suzette.rabalais@la.gov](mailto:suzette.rabalais@la.gov) with questions.

## FREQUENTLY ASKED QUESTIONS (FAQ):

**Q: Is a student able to pursue a HSE credential independently or is the student required to enroll in an approved HSE program?**

A: A student must enroll/transfer into a school system-monitored HSE program or a Louisiana Community and Technical College System (LCTCS) WorkReady U Adult Education Program to pursue the HSE credential.

**Q: What is a school system-monitored HSE program?**

A: A HSE program authorized by the school system is to be offered to an overage under-credited student, and meets the unique needs and circumstances of the student.

**Q: Who is able to refer a student to a local school system-monitored HSE program?**

A: Students up to age 17 must be referred by a parent/legal guardian. Students ages 18 or older are able to self-select into a school system-monitored HSE program.

**Q: What is a LCTCS WorkReady U Adult Education Program?**

A: A LCTCS WorkReady U Adult Education Program provides adult education and literacy services, workforce preparation skills, workplace literacy, integrated education and training, and integrated English Literacy and Civics Education Programs for eligible individuals. The LCTCS WorkReady U Adult Education Program prepares a student for the HSE exam. To locate a program provider in your area, please visit the LCTCS WorkReady U Adult Education Program [website](#) and the section titled “Find A Program Provider”.

**Q: Who is able to enroll in a LCTCS WorkReady U Adult Education Program and what is the process to enroll a student?**

A: Individuals may enroll if they are 16 years of age, and are not enrolled or required to be enrolled in secondary school under state law, don't have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education or are an English language learner. Students 16-17

years of age, not enrolled in K-12, must have a hardship [age waiver](#) approved and signed by the local superintendent and/or the designee to enroll in a LCTCS WorkReady U adult education program. For a student enrolled in a LCTCS WorkReady U Adult Education Program, the school system should exit the student using code 11 in the Student Information System (SIS).

**Q: Is a student who earns a HSE credential through enrollment in a LCTCS WorkReady U Adult Education Program considered for accountability?**

A: For accountability incentives, the student enrolled at an LCTCS Adult Ed Program will have until October 1 of the academic year following their last day of enrollment in a public high school to earn the HSE. A school and school system will receive 25 index points for a student earning a HSE.

**Q: Can a student enroll in a school system-monitored HSE program and remain in high school?**

A: A student enrolled in a school system-monitored HSE program can and should remain on the school system enrollment roster until the student either earns the HSE credential or reaches the age of 21.

**Q: Is a student who earns a HSE credential through enrollment in a school system-monitored HSE program considered for accountability?**

A: For accountability incentives, the student who remains continuously enrolled in a school system will have until October 1 following the expected summer graduation of the cohort to earn the HSE credential (e.g. cohort graduates in May 2019, so a student has until Oct 1, 2019). A school and school system will receive 25 index points for a student earning a HSE. If there is a "break" in enrollment of the student during the four-year cohort, the student will have until October 1 of the third academic year (e.g. student is a current sophomore enrolled in code 35 in February 2019 so the student will have until October 1, 2019).

**Q: How long should it take a student to complete a school system-monitored HSE program?**

A: The timeline to completion of the HSE program will vary based on the student's educational functioning level upon entrance into the program. Most students are able to complete a school system-monitored HSE program within six months to two years.

**Q: What are the eligibility requirements to take the HSE exam?**

A: A student must be at least 16 years of age to take the HSE exam. To take the HSE exam, students must be enrolled in an approved HSE program recognized by the Louisiana Community and Technical College System – LCTCS WorkReady U Adult Education Program. HSE test centers require the HSE program the student is attending to issue a Louisiana test authorization form prior to a student taking the HSE exam.

**Q: Is a school system-monitored program student able to pursue a HSE credential and a Jump Start industry-based credential?**

A: Yes, a student is able to pursue a HSE credential and a Jump Start credential. The attainment of both will position the student for greater long-term success in a career and life. See [The Louisiana High School Planning Guidebook](#) for more information.

**Q: What is the process for a school system-monitored HSE program to be notified if the student is awarded the HSE credential?**

A: LCTCS-approved HSE programs will have access to an Educational Testing Services (ETS) HSE portal account that provides the ability to manage student accounts. Managing a student account includes accessing student records/results, as well as registering/scheduling a student to take the HSE exam.

**Q: Upon a student earning a HSE credential, how should a school system indicate credential attainment in Student Information Systems (SIS)?**

A: A student earning the HSE credential should be coded 05 in SIS.

**Q: Why is the HiSET® being branded as High School Equivalency (HSE)?**

A: LCTCS recommends HSE reference so that no matter which “brand” of high school equivalency test LCTCS adopts (HiSET®, GED®, TASC™), the “policy” applies to all HSE tests. When the legislation moved Adult Education/HSE to LCTCS, the law did not refer to a specific brand but only HSE. Referencing a particular “brand” may save retraction of information posted.

**Q: What school systems are authorized to provide school system-monitored HSE programs?**

A: The school system monitored HSE programs are identified in the [list of authorized designees for K-12](#).