



2011-2012 GED Program Application and Guidelines



Belmont CTE
5536 County Route 48
Belmont, N.Y. 14813
585-268-5681 (Office)
716-376-8415 (Fax)

Mrs. Kathleen Brisky
Principal

Mrs. Jennifer Herbert
Counselor

Mrs. Rebecca Webb
GED Teacher



Ellicottville CTE
5550 Rt 242
Ellicottville NY 14731
716-376-8300 (Office)
716-376-8457 (Fax)

Mr. Noel Sheehy
Principal

Mr. Vince Oliverio
Counselor

Mr. Swetland
GED Teacher



Olean CTE
1825 Windfall Road,
Olean, N.Y. 14760
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716-376-8450 (Fax)

Mr. Steve Dieteman
Principal

Mrs. Paula Swier
Counselor

Mrs. Cathy Jackson
GED Teacher



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To Be Completed by CTE Center:

TABE Given: Date _____ By: _____ Reading GL: _____ Math GL: _____
District Notified of Results: Date _____ By _____
Packet Completed and Rec'd: Date _____
Student Interview: Date _____ By _____
Accepted: Yes No
Acceptance letter sent: Date _____

GED MISSION STATEMENT

The GED Program is intended to serve school age students in need of an alternative educational environment. Program standards align with NYS AHSEPP regulations, CABOCES policies and established practices of student discipline. The program is designed to develop academic and technical skills necessary to obtain and be successful in the workforce.

DESIGN AND PURPOSE OF THE GED TEST

The Tests of General Educational Development (GED Tests) are developed by the General Educational Development Testing Service (GEDTS) of the American Council on Education (ACE). The GED Tests are normed and standardized using a national sample of graduating high school seniors. A passing standard is set based upon the results of the norming studies. The tests are designed so that **40% of high school seniors who participate in the test will not be successful**. The GED Test provides an opportunity for adults who have not graduated from high school to earn their jurisdictions' high school-level educational diploma/certificate by measuring the major academic skills and knowledge associated with a high school program of study.



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**ALTERNATIVE HIGH SCHOOL EQUIVALENCY PREPARATION PROGRAM
“AHSEPP”**

(NYCRR Part 100.7 [h])

General Program Description:

This program prepares students to take the examination for a High School Equivalency Diploma. The program operates on a 15 hour a week basis at the Career and Technical Education Centers of Cattaraugus Allegany BOCES. Students must also participate in a Career and Technical Education program.

Eligibility:

- **Student must be between 16 and 17 years of age inclusive.**
- **Student must have completed the school year in which they turned 16.**
- Exception, for city and union free school districts of more than 4500 inhabitants that employ a superintendent of schools, the school board has the authority to require minors 16 – 17 years of age who are not employed to attend school until the last day of school in which they turn 17 (3205 (3) Ed. Law).
- **Student must have a documented 8th grade reading level.** Examples of assessments that may be used to determine grade level equivalent are: Wide Range Achievement Test, IOWA Test, California Achievement Test or other similar assessments or documentation that indicates reading level. Such documentation must accompany the student’s application for entry into the program.
- Student must not have been on a regular school day register of grade nine for at least one school year and shall score below the passing score on a State elementary assessment; **or**
- **Student shall have fewer than 12 ½ % of the number of units of credit** required by the school district for a diploma multiplied by the number of years the student has been in grade 9 through 12. School Districts may request that a variance be granted by the Commissioner of Education. (NYCRR Part 100.7 (h) [5]).



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GED APPLICATION CHECK LIST

All of the following are required before the student attends the program.

To be submitted by the Home School, parent and student as part of the application	GED registration documents	Date	Home School - sign when completed
	Signed Application Form		
	Signed Attendance Agreement		
	Signed GED Lunch Agreement		
	Copy of Free and Reduced lunch form-if applicable		
	Signed Student/Parent Commitment		
	State Ed. Variance Form B – if required		
	Student Essay - attach		
	Transcripts, Discipline and Attendance Records - attach		
To be completed by CSE /School Psychologist	Copy of most recent IEP – including FBA and BIP.		
	Copy of most recent Psychological Evaluation		
	Copy of Request for Testing Accommodations		

Please return all paperwork and documentation to the School Counselor of the CTE Center that serves your home school district. For specific contact information please see the front cover.

**** A five (5) day attendance agreement per quarter is in effect for either/both GED and CTE class. If a student is absent (excused or unexcused, including suspensions) 6 days he/she will be dismissed from their GED and CTE programs. They may reapply in 30 calendar days. All NYS regulations, BOCES rules (student handbook/code of conduct) and agreements apply.**



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GED APPLICATION FORM
2011-2012

Personal Information (please print)

Student Name _____ DOB _____

Home School _____

Eligibility Requirements

- Student turned 16 before 6/30/10 yes or no
- Student is at substantial risk of not completing the total requirements for a high school diploma. yes or no
- Please complete for all students

- A. _____ Enter number of credits required for graduation
- B. _____ Multiply the number in "A" by .125 and enter the results here
- C. _____ Enter the number of complete years student has been in 9-12
- D. _____ Multiply B x C and enter the results here
- E. _____ Enter the total number of credits earned by the student
- F. _____ Subtract D from E and enter (+ or -)

If the number is negative, the student meets AHSEP admission requirements. If the number is positive, complete form B.

Career Planning

Requested Technical Class _____

Career Goal _____

Health Information

The student currently:

- Has vision problems yes or no
- Has hearing problems yes or no
- Has seizure disorder yes or no
- Has allergic reactions yes or no
- Is taking medication yes or no (type _____)
- Has physical limitations yes or no
- Other _____



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GED APPLICATION FORM CONT'D

Attendance/Disciplinary/Behavior/Other Circumstances

Are there concerns in these areas? _____

*Please include any anecdotal records with will assist us in meeting the student's needs.

*Please include a high school transcript, even if there are no credits, listing courses taken.

Classification (please circle one)

- Student was never classified.
- Student has been declassified.
- Student is currently classified*

Indicate former classification _____

Classification _____

*CSE chair person must sign this application.

Student: _____ Date: _____

Parent: _____ Date: _____

HS Principal _____ Date: _____

CTE Principal: _____ Date: _____

CSE Chairperson: _____ Date: _____



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GED PROGRAM ATTENDANCE AGREEMENT

I believe attendance is crucial to my success. To this end I make the following commitment to excellence by agreeing to follow the GED Program Attendance Agreement:

I am allowed 5 absences (excused, unexcused or suspended) per quarter. If I reach a 6th absence, in either my CTE or GED program, I will be dismissed from both.

Student: _____ Date: _____

Parent: _____ Date: _____

HS Principal: _____ Date: _____

CTE Principal: _____ Date: _____

*The CTE Principal reserves the right to modify this attendance agreement, in favor of the student, in the event of **documented** hardship, emergency or extenuating circumstances.

**When a student reaches 3 absences in a quarter an attendance warning letter will be sent to the student's home, the parent/guardian will be telephoned and the home school will be notified.

***With the consent of the home school a student may re-apply to the GED/CTE program after 30 calendar days. If the student is re-accepted they will be subject to a strict attendance contract limiting their absences to 3 days in a quarter. On the 3rd absence they will be dismissed from their GED/CTE program for the remainder of the school year. See * above.

****This attendance agreement serves the CA-BOCES component school districts by providing educational options for their students. Component school districts pay tuition for the GED Program. When students do not attend, districts do not receive the service they purchase. We maintain a waiting list of students to enter the GED program. If a student is not attending it is essential that we offer our school districts opportunities for students who will.



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GED PROGRAM LUNCH AGREEMENT

*****Students are not allowed to leave campus at any time, including lunch *****

Students enrolled in the GED Program may be able to participate in a regular school lunch program through a local school district lunch provider. Lunch menu and dates of availability are determined by the local school district provider. Lunches are not available on days the local school district provider is not in session. On days when no regular lunch is available it is the responsibility of the student/parent to bring their lunch or plan accordingly.

Student: _____ Date: _____

Parent: _____ Date: _____

HS Principal: _____ Date: _____

CTE Principal: _____ Date: _____

- **Students attending the Belmont CTE Center follow the Genessee Valley Central School Lunch calendar and menu.**
- **Students attending the Ellicottville CTE Center follow the Ellicottville Central School lunch calendar and menu.**
- **Students attending the Olean CTE Center must make arrangements for their own lunch. Lunch will occasionally be available through the Culinary Arts class.**



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GED STUDENT-PARENT COMMITMENT DOCUMENT

**TO BE SIGNED AFTER FORMAL ACCEPTANCE INTO THE
G.E.D. PROGRAM**

I have read and understand the GED agreements, BOCES student handbook, and Code of Conduct. If I do not abide by these guidelines, disciplinary action including removal from GED and CTE, may be taken.

By signing below I acknowledge that I have read, understand and will abide by all of the above agreements, BOCES policies and procedures.

Student: _____ Date: _____

Parent: _____ Date: _____

HS Principal: _____ Date: _____

CTE Principal: _____ Date: _____



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REQUEST FOR GED TESTING ACCOMMODATIONS

To be completed by School Psychologist

All candidates are required to follow standard test administration procedures established by the GEDTS and the New York Stated Education Department. However, **reasonable test accommodations may be authorized**. Eligibility for test accommodations is determined on an individual basis. Written verification, by a competent and appropriate professional person (school psychologist), including a specific justification for administering the GED test under the requested conditions must be provided.

There are currently four Request For Testing Accommodations forms:

- Attention Deficit/Hyperactivity Disorder
- Learning and Other Cognitive Disabilities
- Physical/Chronic Health Disability
- Emotional/Mental Health Disability

ALL FORMS REQUIRE AN ORIGINAL DIAGNOSTICIAN SIGNATURE

Applications may be obtained from the Chief Examiner or from the NYSED website.

CABOCES GED Chief Examiner

NYSED website

Ms. Janet Myers (janet_myers@caboces.org)
1825 Windfall Road
Olean NY 14760
376-8214

1. Go to www.nysed.gov/
2. Click on “GED” in the left column
3. Type “test accommodations” in search box
4. Click on appropriate form & print

When the request form is complete and submitted, the GED Chief Examiner will sign the form and mail it to the Albany GED Testing Office for review. The GED Administrator at the Albany GED Testing Office informs the GED candidate of approval or non-approval. A copy of the notification letter is sent to the Chief Examiner. **A candidate may NOT test with accommodations until written approval from the GED Testing Office stating the specific accommodation(s) approved is received.**

TEST ACCOMMODATION APPROVALS ARE GOOD FOR TWO (2) YEARS.

Please attach a copy of the form submitted to the Chief Examiner.



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CRITERIA FOR TAKING THE GED EXAM

1. At least 17 years old.
2. Passing scores on all 5 practice tests.
 - Practice exams will be given at least 4 x per year
 - i. Writing (800) Maximum
 - ii. Reading (800) Maximum
 - iii. Math (800) Maximum
 - iv. Science (800) Maximum
 - v. Social Studies (800) Maximum
 - vi. Maximum Score 4000 points
 - vii. Minimum score of 450 on each section and overall minimum score of 2500 is required in order to be eligible.**
3. Students must be in good standing in their Career and Technical Education class.
4. The Ellicottville CTE principal, the career and technical education teacher, and home school principal must agree to allow the student to participate in the NYS GED Exam.

TAKING THE GED EXAM PRIOR TO COMPLETION OF SENIOR YEAR

It is highly unusual for students to participate in the NYS GED Exam prior to completing their senior year. This is generally reserved for students with extenuating circumstances and is rarely allowed. However, there are times when this is permissible. Some examples of this are:

1. Student is moving out of state and would like to participate in the NYS GED Exam prior to leaving due to interfering state GED testing requirements.
2. Student has a signed commitment letter from the U.S. Military and needs the GED in order to begin service.
3. Student has a signed acceptance letter from an accredited college.
4. Student pregnancy which may result in dropping out of school.

In the unusual event permission is given, the following criteria apply:

1. Student meets all NYS requirements for participation in the GED Exam (see above).
2. Student has excellent skills in their career and technical education class.
3. Student is successfully participating in an internship.
4. Student has signed consent of their parent with permission from the CTE principal, GED instructor, career and technical education teacher and home school principal.

STUDENTS WHO TEST EARLY CONTINUE TO BE ENROLLED IN THEIR GED AND CTE PROGRAMS.