

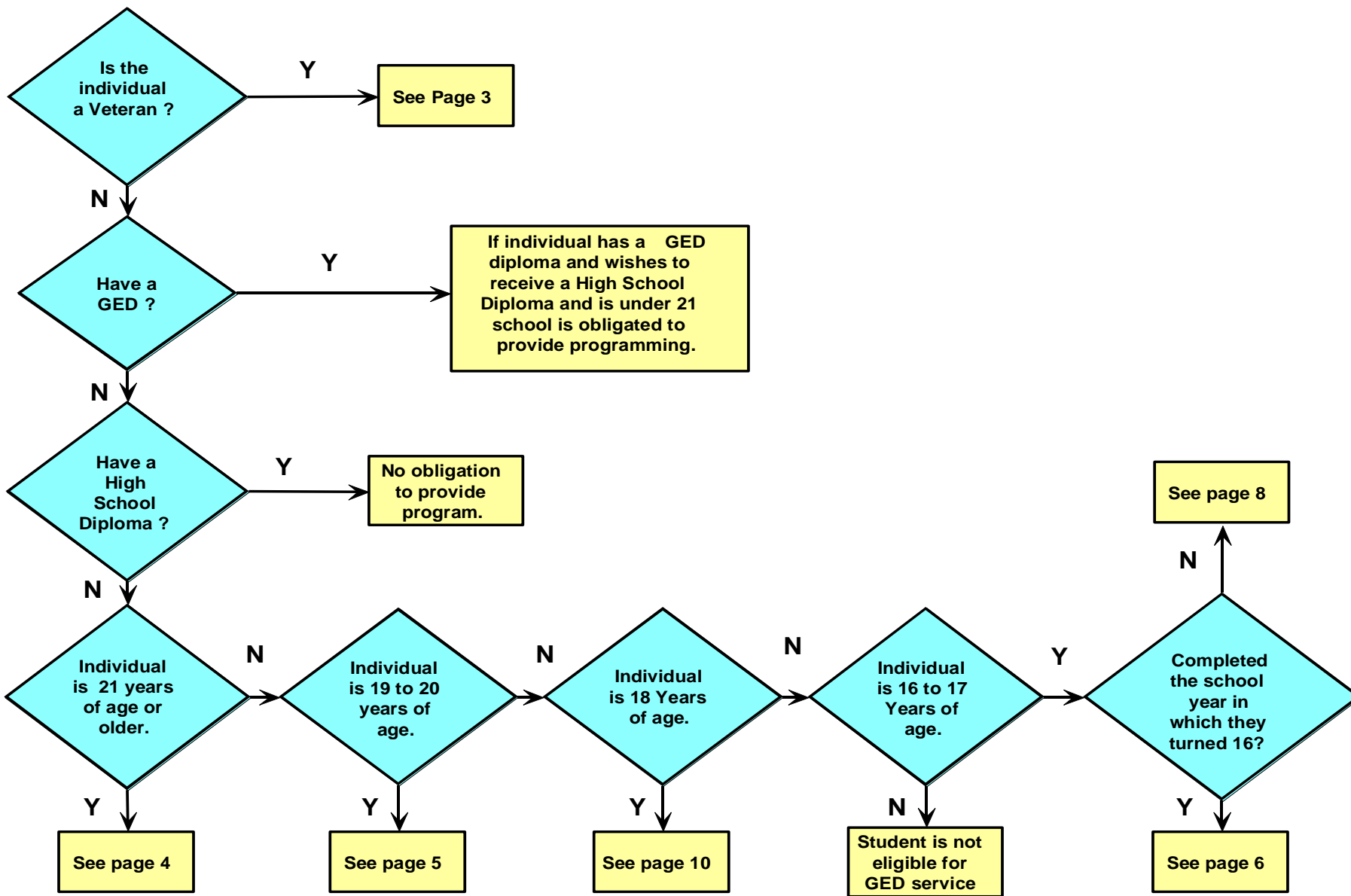


guide to

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**Equivalency
Programs**

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Cattaraugus Allegany BOCES Board of Education
Equivalency Programs for Students

Quick Overview

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General Information
Equivalency Programs for School Aged Youth
(16-20 years of age)

Overview:

To be eligible to sit for the State High School Equivalency Diploma exam a student:

- a) Shall have lived within New York State for at least one month prior to the taking of the examination.
- b) be 19 years of age; **or**
- c) be at least 17 years of age, **and**:
 - 1. not attended a regular full time high-school program for the preceding 12 months; **or**
 - 2. shall be a member of a high school class which has graduated; **or**
 - 3. shall be enrolled in an **Alternative High School Equivalency Preparation Program “AHSEPP”**; **or**
 - 4. shall be a resident of a narcotic addiction control center, or an adjudicated youth under the direction of a prison, jail, detention center, Office of Children and Family Services facility, parole or probation officer, or other correction facility, or patient in a hospital in the State of New York, and the head of such institution certifies that the high school equivalency diploma constitutes an essential element of the rehabilitation program.

See NYCRR part 100.7 (a) for more information.

Veterans in Programs:

General Program Description:

“A veteran of any age who shall have served as a member of the armed forces of the United States and who shall have been discharged therefrom under conditions other than dishonorable, may attend any of the public schools of the state upon conditions prescribed by the board of education, and such veterans shall be included in the pupil count for state aid purposes.” (Education Law 3202 (1))

Billing, Funding and Aid:

- ◆ Veterans will generate state aid for a district even if they have a high school diploma.
- ◆ School districts may set the conditions for participation in a school sponsored program.
- ◆ Schools may charge the difference between aid generated and the cost of the program. (Reference NYCRR 174.2, 174.3)
- ◆ BOCES will bill the school district for the cost of the particular program.

Employment Preparation Education Program “EPE” (NYCRR Part 168)

General Program Description:

This program is operated for adults who wish to receive a High Equivalency Diploma, ESL Instruction and or Vocational Skill Training. Programs are available at decentralized locations and the Career and Technical Centers operated by Cattaraugus Allegany BOCES. Please contact (716)376-8278 or 376-8373 Adult Education for more information.

Eligibility:

Citizenship:	Must be a citizen of the United States
Age:	21 years of age or older (Adult)
Diploma Status:	Without a High School or GED diploma

Reporting / Record Keeping Responsibility:

- ◆ Attendance records are maintained by BOCES
- ◆ Students are **Not** entered into Day School Enrollment or reported in Pupil Count by district of residence.

Billing, Funding, Aid:

Funded by State Aid (NYCRR part 168)
BOCES is reimbursed based upon student contact hour.
Programs are operated at no cost to the component district or individual.

Equivalent Attendance Program:

General Program Description:

This program prepares students to take the examination for a high school equivalency diploma. The program operates on a 6 hour per week basis. There are day and evening classes available at multiple locations. Students are not entered on the regular school day roster for aid purposes, however, students are not counted as “dropouts”. (<http://www.nysed.gov/chap655/GLOSSARY.HTML>)

Eligibility:

- ◆ Student must be 19 years of age.
- ◆ Shall have lived within New York State for at least one month prior to the taking of the examination.

Record Keeping / Reporting Responsibility:

- ◆ Attendance records will be maintained by BOCES and reported to the district of residence on a daily basis. (*BOCES procedure*).
- ◆ Boces will maintain a record of evidence of academic achievement for each student. Such a record will also include examples of pre GED test taken and the results. (*BOCES procedure*).

Billing, Funding and State Aid information:

- ◆ Schools are charged a tuition based upon FTE. Schools will be billed on a monthly basis. For students attending only one day in a month the school district will be billed for the full month. Please refer to the current BOCES service guide for tuition cost.
- ◆ Schools will be notified in writing of the drop date of a student.
- ◆ Students are not entered on the regular school day roster.

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 may also have the option to participate in Career and Technical Education programs. Students are not entered on the regular school day roster for aid purposes, however, students are not counted as “dropouts”.

<http://www.nysed.gov/chap655/GLOSSARY.HTML>

Eligibility:

- ◆ Student must be between 16 and 17 years of age inclusive.
- ◆ Student **must** have completed the school year in which they turned 16. For students who have not yet completed the school year in which they turn 16 (see description for **TEP** program).
- ◆ Exception, for **city and union free schools** 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 (*BOCES program requirement*). Examples of assessments that may be used to determine grade level equivalent are: Wide Rang Achievement Test, IOWA Test, California Achievement Test or other similar assessments or documentation that indicates reading level. Such documentation must accompany the students application for entry into the program.
- ◆ Student must not have been on a regular school day register of grade nine for a 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]).

Record Keeping / Reporting Responsibility:

- ◆ Documentation setting forth the name of each student transferred into an approved program shall be maintained by the Local School District. Such documentation shall include eligibility and remedial, intervention counseling or other such services provided to the student prior to entry. (NYCRR Part 100.7 (h)[5,6])
- ◆ Student must have written approval by a person in parental relation to the student or if emancipated provide such a written document prepared by themselves prior to entry in the program.(NYCRR Part 100.7 (h)[4])
- ◆ Attendance records will be maintained by BOCES and reported to the district of residence on a daily basis. (BOCES procedure).
- ◆ Boces will maintain a record of evidence of academic achievement for each student. Such a record will also include examples of pre GED test taken and the results. (BOCES procedure).

Billing, Funding and State Aid information:

- ◆ Schools are charged a tuition based upon FTE. Schools will be billed on a monthly basis. For students attending only one day in a month the school district will be billed for the full month. Please refer to the current BOCES Service Guide for tuition cost.
- ◆ Schools will be notified in writing of the drop date of a student.
- ◆ Students are not entered on the regular school day roster.
- ◆ Unless a student is participating in a program at the component district for ½ of the school day component districts will **only** receive BOCES aid on these expenditures.
- ◆ Students attending full day programs are only eligible for BOCES aid. This would apply to students who attend the AHSEPP program for ½ day and attend a Career and Technical Education program for the other ½ part of the school day.
- ◆ For current costs please refer to the current BOCES Service Guide.
- ◆ Students are not counted as being school dropouts for BEDS purposes.

Transitional Equivalency Program “TEP”

General Program Description:

This program is designed for students who have **not yet** completed the school year in which they turned 16 years of age. This program operates on a full day basis to meet the mandatory minimum attendance requirements (27.5 hours per week). Students in this program are not eligible to sit for the GED tests until the end of the school year. Students who participate in this program must either participate in a full day academic GED program or enroll in a Career and Technical Education Program for ½ day and the GED program for ½ day to meet the hour requirements set by the state. See NYCRR part 100.7 (h) for more information.

Eligibility:

- ◆ Student must be 16 years of age and not have completed the school year in which he/she turned 16.
- ◆ Student must have a documented 8th grade reading level (BOCES program requirement). Examples of assessments that may be used to determine grade level equivalent are: Wide Rang Achievement Test, IOWA Test, California Achievement Test or other similar assessments or documentation that indicates reading level. Such documentation must accompany the students application for entry into the program.
- ◆ 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. Variance may be granted by the Commissioner of Education. (NYCRR Part 100.7 (h)[5]).

Record Keeping / Reporting Responsibility:

- ◆ Documentation setting forth the name of each student transferred in to an approved program shall be maintained by the Local School District. Such documentation shall include eligibility and remedial, intervention counseling or other such services provided to the student prior to entry. (NYCRR Part 100.7 (h)[5,6])
- ◆ Student must have written approval by a person in parental relation to the student or if emancipated provide such a written document prepared by themselves prior to entry in the program. (NYCRR Part 100.7 (h)[4].
- ◆ Attendance records will be maintained by BOCES and reported to the district of residence on a daily basis. (BOCES procedure).
- ◆ Boces will maintain a record of evidence of academic achievement for each student. Such a record will also include examples of Pre-GED test taken and the results. (BOCES procedure).

Billing, Funding and Aid:

- ◆ Schools are charged a Tuition based upon FTE. Schools will be billed on a monthly basis. For students attending only one day in a month the school district will be billed for the full month. Please refer to the current BOCES Service Guide for tuition cost.
- ◆ Schools will be notified in writing of the drop date of a student.
- ◆ Students are not entered on the regular school day roster.
- ◆ Students attending full day programs are only eligible for BOCES aid.
- ◆ Students are not counted as being school dropouts for BEDS purposes.
- ◆ For current costs please refer to the current BOCES Service Guide.

GEWEP Program for 18 Year Old Students

General Program Description:

Cattaraugus Allegany BOCES operates a unique program for 18 year olds. This program combines many of the features of the **AHSEPP** program and a **General Education Work Experience Program**. The participating student must meet the eligibility requirements under the **AHSEPP** program however he/she must also be 18 years of age.

The academic portion of the program will require a **minimum** of 6 classroom contact hours. The exact length of time will be determined by student score on the Pre-GED screening exam.

The **GEWEP** portion of the program will constitute the greater portion of the students time. This may include up to 20 hours per week of **paid** supervised employment. The work placement will include on-the-job training components. The student will work with the BOCES Career Services staff to develop a job search plan and a on-the-job course of study. The work program will be supervised and monitored by the Career Services staff. The work placement will be governed by an agreement between the student, employer and Cattaraugus Allegany BOCES. The agreement will outline the on-the-job educational components and will describe the responsibilities of the student and Cattaraugus Allegany BOCES.

As an alternative to the GEWEP work experience portion of the program students may enroll in Career and Technical Education Programs at the BOCES centers for an additional fee.

Students are not entered into regular school day roster for aid purposes, however, students are not counted as “dropouts”.

Eligibility:

- ◆ Student must be 18 years of age.
- ◆ Student must have a documented 8th grade reading level (BOCES program requirement). Examples of assessments that may be used to determine grade level equivalent are: Wide Rang Achievement Test, IOWA Test, California Achievement Test or other similar assessments or documentation that indicates reading level. Such documentation must accompany the students application for entry into the program.
- ◆ Student must not have been on a regular school day register of grade nine for a 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. Variance may be granted by the Commissioner of Education. (NYCRR Part 100.7 (h)[5]).

Record Keeping / Reporting Responsibility:

- ◆ Documentation setting forth the name of each student transferred in to an approved program shall be maintained by the Local School District. Such documentation shall include eligibility and remedial, intervention counseling or other such services provided to the student prior to entry. (NYCRR Part 100.7 (h)[5,6])

Billing, Funding and State Aid information:

- ◆ Schools are charged a tuition based upon FTE. Schools will be billed on a monthly basis. For students attending only one day in a month the school district will be billed for the full month.
- ◆ Cost for the program will be the same as the cost for the ASHEPP program. (Please refer to the current BOCES Service Guide).
- ◆ Students who are co-enrolled in a Career and Technical Education program (as an alternative to the work experience option) will be charged a higher rate. (Please refer to the current BOCES Service Guide).
- ◆ Schools will be notified in writing of the drop date of a student.
- ◆ Students are not entered on the regular school day roster.
- ◆ Students attending full day programs are only eligible for BOCES aid.
- ◆ Students are not counted as being school dropouts for BEDS purposes.