

## Request for Admission to Test Age Waiver for High School Equivalency Diploma

TO BE COMPLETED BY APPLICANT (print in blue ink)		
Testing Candidate Name (Last, First, Full Middle)	Social Security Number	Birth Date
Home Street Address		Home Phone
City	State	Zip
Last School Attended		
Parent/Guardian Name		
Signature of Testing Candidate	Signature of Parent/Guardian (if applicable)	
<b>I grant permission for my HSED testing data to be released to the school district for statistical purposes.</b>		
INSTRUCTIONS		
Applicants 17 and 18 years of age applying for admission to test may do so by contacting their home school district; they will be referred to the designated employee(s) for that district. The designated employee(s) must determine if the applicant is not enrolled. (This includes participating in any extracurricular activities associated with the district.)		
TO BE COMPLETED BY DESIGNATED EMPLOYEE(S)		
<b>APPLICATION APPROVAL</b> (must check one box)		
<b>APPLICATION APPROVED.</b> As the designated employee, I certify that the applicant is not enrolled with the school district.		
<b>APPLICATION DISAPPROVED.</b> Comments:		
Signature of Designated Employee(s)		
Printed Name	Date	
School District Name		

**Submit completed application form to the community college where HSED testing will take place.**

## **Instructions for Completing the Request for Admission to Test**

**Instructions are provided below. DO NOT ALTER THE FORM IN ANY WAY OR IT WILL BE REJECTED. Completed forms may be returned to the local community college Adult Education and Literacy program.**

### **Instructions for Completing the Request for Admission to Test**

1. Please type or print legibly. This will help eliminate misspellings and the need to resubmit the application.
2. Complete ALL items.
3. If the applicant is under the age of 18, a parent or guardian must acknowledge the information provided by also signing and dating the form.
4. The responsible designated employee must sign and date the form and clearly indicate whether the applicant is approved or disapproved.

**General Information:** Pursuant to the authority of Iowa Code section 256.7(5), the State Board of Education amended Chapter 32, “High School Equivalency Diploma,” Iowa Administrative Code, which became effective March 21, 2018. The amendments are intended to implement Iowa Code Chapter 259A. Admission to testing and age requirements:

*281—32.3(259A) Eligibility to participate. 32.3(1) Minimum age. No one under 16 years and 9 months of age is allowed to participate in an approved program, with the exception of a person who is at least 16 years of age and satisfies one or more of the following conditions: a. Is a resident of an Iowa juvenile institution; b. Is an active participant in Job Corps; or c. Is under the supervision of a probation office. 32.3(2) Anyone 16 years and 9 months of age or older who is not enrolled in a secondary school nor is a high school graduate is permitted to apply for enrollment in an approved program. The requirements for admission into an approved program are: a. Proof of age and, for an applicant under 18 years of age, consent of the applicant’s parent or guardian. b. For an applicant under 19 years of age, verification of nonenrolled status from the last high school attended. c. Completion of a comprehensive intake by an eligible institution. For purposes of this chapter, the intake must include all of the following: (1) Assessment of the applicant’s reading level and career interests and aptitudes. (2) Discussion of program options available to the applicant regarding completion of a high school equivalency diploma, to include the requirements, expectations, benefits, and limitations of each option. (3) Development of a plan for the completion of one of the options discussed and subsequent activities necessary to work toward an identified goal, career pathway, occupation, or further education. 32.3(3) An eligible participant who successfully completes an approved program will not be awarded a high school equivalency diploma until the participant reaches 18 years of age and the participant’s ninth grade class has graduated from high school. [ARC 3630C, IAB 2/14/18, effective 3/21/18]*

Verification of non-enrolled status is satisfied with the submission by the responsible designated employee from the last school district that the testing candidate attended this form.