

**INSTRUCTION**

**AR 6402 Certificate of Proficiency/High School Equivalency**

**Certificate of Proficiency**

Any student may apply to have his/her proficiency in basic skills verified by examination according to criteria established by the California Department of Education if he/she meets one of the following conditions:

1. Is age 16 or older
2. Has been enrolled in the 10<sup>th</sup> grade for one school year or longer
3. Is enrolled in the second semester of 10<sup>th</sup> grade

The principal of each school maintaining grades 11 and 12 shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination. When announcements from the California Department of Education or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year.

If a student receives the proficiency certificate, the County Office of Education shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript.

Receiving the high school proficiency certificate does not exempt students from attending school unless they are at least 16 years old and have verified parent/guardian permission.

Upon request, the Superintendent or designee shall provide a form for obtaining parent/guardian consent for exemption from compulsory school attendance by students ages 16 and 17 who have demonstrated proficiency. The form shall contain at least the following information:

1. A general explanation of the student's rights of exemption from compulsory attendance and re-enrollment in the public schools
2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

If a student age 16 or 17 terminates his/her enrollment after receiving the high school proficiency certificate, he/she may re-enroll with no adverse consequences. If he/she subsequently terminates enrollment again, he/she may be denied re-enrollment until the beginning of the following semester.

### **High School Equivalency Certificate/GED**

Any person is eligible to take the General Educational Development (GED) test leading to a high school equivalency certificate if he/she is a resident of California or a member of the armed forces assigned to duty in California, has not completed high school, and meets one of the following criteria:

1. Is 18 years of age or older, or within 60 days of his/her 18<sup>th</sup> birthday, regardless of enrollment status.
2. Is not currently enrolled in school and is within 60 days of when he/she would have graduated from high school had he/she remained in school and followed the usual course of study.
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution or a prospective employer.
4. Is 17 years of age, is incarcerated in a California state or county correctional facility and meets other criteria listed in 5 CCR 11532.