



Guidelines

For Applying For Waivers and Appeals From Passing The High School Graduation Qualifying Exam (HSGQE)

General Requirements: Students may be eligible for a waiver from passing the Alaska High School Graduation Examination. A student may submit an application to their local school board requesting a waiver. However, to qualify for a high school graduation diploma, a student must meet all other state and local school district graduation requirements, in addition to either passing the high school exam or receiving a waiver from passing the exam from their local school board. The Department of Education & Early Development has developed three forms to make application to the local school board. Guidelines for helping students make application follow.

Waiver Process

1. Student completes waiver application and submits the application to the local governing board.
 - A. If the waiver request is due to late arrival, use Form Number 05-04-013. Submit the form to the local school board. The local school board may not grant a waiver until the student's final semester of attendance before graduation.
 - B. If the waiver request is for a rare and unusual circumstance, use Form Number 05-04-014. The local school board may not grant a waiver until the student's final semester of attendance before graduation.
 - C. If the waiver application is due to passing another state's exit exam, use Form Number 05-04-015. The local school board may grant the application at any time following the student's enrollment in school and filing the application.
2. A student who has applied to a local school board for a waiver must continue to take the Alaska High School Graduation Qualifying Examination until the local school board approves the waiver.
3. The local school board must act upon the student's application and notify the student by registered mail whether the application was approved or denied. The school board must provide a copy of its decision to grant or deny a waiver to the Commissioner of Education and Early Development.
4. The student may appeal a school board's denial of a waiver to the Commissioner of Education & Early Development by completing HSGQE Appeal Form Number 05-04-016. Appeals must be sent to the Commissioner at 801 W. 10th St., Suite 200, Juneau, AK 99801. Appeals must be postmarked no later than 30 days following the student's receipt of the local school board's decision to deny.
5. Waivers and appeals forms are available from school districts or can be obtained on the web at www.eed.state.ak.us/forms/forms1.html#Assessment.

Types of Waivers

- ❑ **Arriving late into Alaska Public School System (4 AAC 06.773)
Form Number 05-04-013**

To apply for a waiver under this section the student must submit, with this application, the following:

- ❑ Documentation from the school in Alaska in which the student is currently enrolled, including the student's initial enrollment date. The documentation must indicate that the student arrived in the state with two or fewer semesters remaining in the student's year of intended graduation.
- ❑ Documentation that verifies the date of the student's physical presence in Alaska prior to enrollment in any of the schools or school options in the state. Documentation may include records or receipts of airlines, the Alaska Marine Highway system, or other carriers, hotel receipts, or affidavits or certificates by persons acquainted with or related to the applicant who have personal knowledge of the applicant's physical presence in Alaska.
- ❑ Documentation from out-of-state school district from which the student transferred, including enrollment date and exit date from school district.

❑ **Rare and Unusual Circumstances (4 AAC 06.774)**

Form Number 05-04-014

Waivers for rare and unusual circumstances must demonstrate that the rare or unusual circumstance was beyond the control of the student, the student's parents, and the school and that no other recourse or remedy existed to address the rare and unusual circumstances before the student's expected graduation date.

To apply for a waiver under this section the student must submit, with this application, the following documentation:

❑ **Death of a Parent**

To be eligible for this waiver, the student's parent must have died in the last semester of the student's senior year. Documentation must indicate the date of the death and that the parent was the natural parent or legal guardian.

❑ **Serious and Sudden Illness or Injury**

To be eligible for this waiver, the student must have experienced a serious and sudden illness or physical injury that prevented the student from taking the HSGQE in the last semester of the student's year of intended graduation. Documentation must include an affidavit or certification from the student's treating licensed medical professional. The documentation must indicate that the diagnosed medical condition prevented the student from taking the HSGQE and was beyond the control of the student or student's parents.

❑ **Disability**

To be eligible for this waiver, the student must have experienced a disability that developed within the student's high school career. The disability must have arisen too late for the school to develop a meaningful and valid alternative assessment. Documentation must be provided from the student's IEP team which includes the date on which the disability was determined, information describing why no meaningful or valid alternative assessment could be used, and documentation of support from the school principal and district superintendent.

❑ **District or System Error**

To be eligible for this waiver, a student must have experienced a significant and uncorrectable system error related to the HSGQE. Documentation must include verification from the school district that the district mailed the test materials which were not received for grading; documentation from the postal service or carrier verifying the exam materials were lost; or verification that the school or district failed to administer the exam during one of the administration dates within the student's senior year.

❑ **EED Advice on Alternate Assessment**

To be eligible for this waiver the student must have been in the ninth grade or higher in an Alaska public school during 2002-2003 school year. In addition, the student must have a disability covered by IDEA and the student's IEP team must have relied on advice from the Department of Education & Early Development regarding whether an alternate assessment would lead to a diploma if completed successfully. If the student participated in the alternate assessment prescribed by his or her IEP team, then the school must provide documentation by including the IEP, documentation of advice the student or the student's IEP team relied on through IEP meeting notes or an affidavit, and official results of the student's alternate assessment.

❑ **Passed Another State's Competency Examination (4 AAC 06.777)**

Form Number 05-04-015

To be eligible for this waiver, a student must have taken and passed another state's high school graduation exam in reading, English, and math. Documentation includes one of the following options:

❑ The out-of-state school from which the student transferred must transmit directly to the local school board an assessment report from the school where the student passed a secondary competency examination. The report must contain a summary of the student's assessment history in the school issuing the report. If the school where the student passed a secondary competency examination directly transmitted this information when the student enrolled in the Alaska public school system, then the student need not provide the information again with this application.

❑ The out-of-state school from which the student transferred must transmit directly to the local school board student transcripts demonstrating the student passed a secondary competency examination. The transcript must show the subtests of the statewide secondary competency exit exam and the subtests that the student has passed if an assessment report is not available. If this information was transmitted directly from the school when the student enrolled in the Alaska public school system, then the student does not need to provide the information again with this application.