



Adult High School Program Handbook

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NEVADA ADULT HIGH SCHOOL PROGRAMS	3
I. GOALS	3
II. PROGRAM GUIDELINES	3
A. Student Assessment: Students should be assessed upon program enrollment.	3
B. Fiscal	3
C. Program Curriculum	4
D. Adult Standard Diploma Requirements	4
E. Student Orientation/Counseling	5
III. STUDENT ELIGIBILITY	5
IV. CREDITS	5
A. Credits	6
B. Credit by Exam (CBE)	6
C. Credit Transferred from Other Education Programs	6
D. Credit Transferred from Military Education Programs	7
E. Credit for Summer School Programs	7
F. Credit for University Courses	7
G. Credit for Correspondence/Distance Education Courses	7
H. Physical Education Credit Transferred in From Other Educational Programs	7
I. Credit for Apprenticeship Programs	7
J. Credit for Attending Accredited Career Schools	7
K. Credit for Work Experience	7
L. Credit Evaluation	8
V. HSE GUIDELINES	8
A. Statement of Purpose	8
B. Registration Procedures and Pricing	8
C. High School Equivalency (HSE) Certificate	8
D. Requirements for Testing and Issuance of Certificate	9
G. Questions/Inquiries	9
H. HSE WAIVER OF CREDITS	9
I. Credit Waiver Criteria	10
VI. INDEPENDENT STUDY AND DISTANCE EDUCATION	10
A. Independent Study	10
B. Distance Education	12
VII. EOC TESTING	13
A. Testing	14
VIII. RECORD KEEPING	14
IX. AHSD FUNDING FORMULA	15
Adult High School Program List	17
Applicable NRS and NAC	18

NEVADA ADULT HIGH SCHOOL PROGRAMS

The mission of Adult High School Programs in Nevada is to Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life. The administration of an Adult High School Program is the responsibility of each school district that chooses to operate a program.

I. GOALS

- ~Provide free academic counseling and instruction to eligible students who lack a high school diploma or a High School Equivalency (HSE) certificate.
- ~Provide instructional services to students lacking foundational academic skills.
- ~Encourage students with HSE certificates to pursue an Adult Standard Diploma.
- ~Provide courses that prepare adults, upon graduation to be college and career ready.

II. PROGRAM GUIDELINES

A. Student Assessment: Students should be assessed upon program enrollment.

1. Students who score below the high school level should be enrolled in literacy and/or basic education programs.
2. ESL students should be assessed with CASAS, TABE or a nationally recognized approved assessment instrument.
3. Students who score below the high school level should be re-assessed with an approved assessment within stated guidelines to ensure the student can find success before the student moves on to high school level curriculum.

B. Fiscal

1. The Adult Education Grant period is from **July 1st** to **June 30th**.
2. Tentative annual program funding levels will be released to the program directors each March.
3. Fiscal Year (FY) Proposed Budgets are due to the Office of Adult Education by **May 30th** each year. A signed Assurance is required to be submitted with the budget.
4. Requests for Funds are due by the 15th of the month following the month the funds were expended. The final Request for Funds must be submitted no more than 21 calendar days after the program year has ended.
5. End of FY Final Financial Reports are due to NDE Grants Management Unit no later than July 31st each program year.
6. State funds allocated in the first year of the biennium may be carried forward into the second year but CANNOT exceed 10% of the total allocation.
Any unexpended funds remaining as of June 30th of the end of the biennium cannot be rolled over and the unspent balance will be returned to the State General Fund. (SB 555)
7. Allocation of Adult High School Funding is distributed based on a formula. The formula calculates 65% enrollment and 35% performance based on diplomas granted, HSE certificates issued, and Employability Skills completions for those eligible, enrolled students.
8. The Adult High School Reporting System (AHSRS) Data Report is due to the Office of Adult Education by **July 15th** each year.
9. Data reported in the AHSRS within a fiscal year will determine funding for the FY two years

following the report. Data must be verified by the director prior to submission. **Any substantial findings of unverifiable data could result in a corresponding reduction in total funding levels.**

10. Students working toward an Adult High School Diploma or HSE Certificate through an Adult High School Program shall not be assessed a tuition fee.

11. Lab fees and book deposits may be required according to school district policy.

C. Program Curriculum

Programs may include instruction in Adult Basic Education, HSE preparation, English Literacy, Adult Secondary Education, Career Pathways and Transition to Postsecondary.

Curricula used in Nevada’s school districts and Adult High School Programs must reflect state and school district standards.

Each district may set additional standards to supplement or augment the state’s minimum requirements.

D. Adult Standard Diploma Requirements

“Adult Standard Diploma” means a diploma earned by meeting requirements established by the district which conform to guidelines established by the Nevada Department of Education as published in (NAC 390.470).

A school district’s Adult High School Program may award an Adult Standard Diploma, signifying graduation from high school, to a person who:

1. Withdrew from high school before his/her graduation and was not eligible to graduate with his/her class and,
2. Has earned through high school, an adult education program or an alternative education program (NRS 388.537) or has waived through high school equivalency testing, the units of credit required as follows:

Minimum Required Course	Number of Credits
American Government	1
American History	1
Arts and Humanities, or Career and Technical Education	1
English	4
Health Education	½
Mathematics	3
Science	2
Use of Computers	½
Elective Courses	7 ½
TOTAL	20 ½

3. Is **18 years of age or older** at the time of the award.*

*Note: 16- or 17-year-old students may attend adult programs for the purpose of HSE preparation only. A 17-year-old student may receive an Adult Standard Diploma if that student is enrolled in an alternative education program for students at risk of dropping out of school. That student may earn an Adult Standard Diploma either by earning or waiving credits through passage of a state-approved HSE test and completing all requirements, as necessary. (NRS 388.537, NAC 390.115,

E. Student Orientation/Counseling

Prior to the enrollment of a student in an Adult High School Program, comprehensive guidance and counseling will be performed. Credit to be applied to the Adult Standard Diploma will be evaluated, verified, and granted. Through these efforts, Adult High School Program personnel will seek to promote and enhance academic, personal, social, and career development for students. The counseling effort should develop an individualized graduation plan tailored to the needs of the enrolling student. Students in need of career/occupational development will be identified and guided to a curriculum related to employment, skills development and occupational training, and will eventually receive assistance with employment placement.

III. STUDENT ELIGIBILITY

NAC 387.190 Adult High School Program (NRS 385.080)

1. A person who:
 - (a) Is at least 18 years of age or who meets the requirements for participation in a program of education for incarcerated persons established pursuant to NAC 388H.040;
 - (b) Has not received his or her high school diploma; and
 - (c) Is not currently enrolled in a high school, may be enrolled as a pupil in an adult high school program designed to enable him or her to obtain a diploma

Students 16-years of age or older may prepare for the HSE Test within Adult High School Programs. Applicants who are 16 or 17 years of age may register to take the HSE exam after presenting written permission from the local school board of trustees, written permission signed by parent or legal guardian, verification of withdrawal from school, and meeting all criteria as listed in NAC 390.115 and NAC 387.190.

Adult High School Programs may provide remedial instruction or credit recovery to students enrolled in a regular high school or an alternative high school if there is space available in the class, and no adult students are excluded because of the alternative education student's attendance. These students are, by definition, still enrolled in K-12 but at risk of dropping out. These students may not be included in enrollment or completion counts for Adult High School Programs as they are still enrolled and would be counted in K-12 system reports. Per-pupil apportionment for Alternative Education students is funded through the Distributive School Account (DSA). The AHSD program may charge these students a reasonable fee for each course the student takes.

If a student completes his/her senior year of high school and does not meet the requirements for graduation prior to the first day of the next school year, he/she may not receive a Standard High School Diploma unless he/she remains an enrolled student of the comprehensive high school to complete those requirements. If that student elects to enroll in the adult program, upon completion of the requirements for graduation he/she will be issued an Adult Standard Diploma per NAC 387.190, 387.330, 390.480.

Adult High School Programs are provided by the local school districts to serve out-of- school persons who desire to earn an Adult Standard Diploma or HSE Certificate. Such persons must be at least 18 years of age or older* and have no intention of returning to a regular high school.

**Refer to NAC 387.190, 389.695.*

Correctional Education programs may serve any student needing academic skill development but only those students that lack a high school diploma may be counted for enrollment in the end of year report. (388H.040)

IV. CREDITS

Course offerings and the amount of credit awarded must align with state and district standards.

“Unit of Credit” means the amount of credit awarded to a pupil for his/her successful completion of a course containing at least 120 hours of instruction or the equivalent. *Note: One-half credit class contains 60 hours of instruction or the equivalent.*

All of the methods listed below are available to the Adult High School Program for awarding units of credit to students earning the Adult Standard Diploma provided that the local school district utilizes these methods, has approved policies regarding these methods, or has approved the policies of the Adult High School Program.

1. Local school districts will determine the number of credits awarded through these methods and the requirements for receiving credit according to state standards.

A. Credit may be granted on the following basis if competency has been demonstrated:

120 clock hours of classroom instruction and/or demonstrated competency – 1 Unit

60 clock hours of classroom instruction and/or demonstrated competency – 1/2 Unit

Seat-time, by itself, must not be the sole basis for receiving credit.

Assignment requirements for a grade to be achieved and the method of challenge used to determine competency must follow the school district regulations. Assignments shall be prepared by teachers to meet student needs.

A school calendar for an Adult High School Program, an Alternative Education program, a program of Distance Education, or a program of instruction in a detention facility must contain at least 180 school days in session. A program of less than 180 days in session must be approved in writing by the Superintendent of Public Instruction and demonstrate progress or completion by pupils in a curriculum which is equivalent to the regular school curriculum.

The minimum daily period for an Adult High School Program, an Alternative Education program, a program of Distance Education, a program of Independent Study or a program of instruction in a detention facility is identical to the period for a regular grade unless the school district:

1. Exercises its option pursuant to subsection 4 of NAC 387.140 *Short School Day in Session*: or
2. Obtains the written approval of the Superintendent of Public Instruction for a program that demonstrates progress or completion by pupils in a curriculum that is equivalent to the regular school curriculum.

B. Credit by Exam (CBE)

A pupil may be granted credit for a specific course of study in a secondary school without having attended the regularly scheduled classes in the course if he or she demonstrates competence to meet the objectives of the course through performance on an examination. (NAC 389.670)

When a school district allows a student in a comprehensive high school to challenge a course, that method of obtaining credit is open to an Adult High School student. All CBE's must be based on high school curricula. For students to receive credits, they must pass the exam pursuant to district policy (NAC 389.670 (3))

C. Credit Transferred from Other Education Programs

1. An accredited public or private high school located in this state.
2. An accredited public or private high school located outside this state.
3. An institution of higher learning whose academic programs are accredited by a national accrediting organization.
4. An adjudicated youth facility such as; The Nevada Youth Training Center (Independence High School) or C.O. Bastian High School.

D. Credit Transferred from Military Education Programs

Adult High School Programs may award units of credit toward meeting the requirements for an Adult Standard Diploma if the student has successfully completed a course given by the United States Armed Forces. (NAC 390.490)

E. Credit for Summer School Programs

Summer school units of credit to be applied toward the Adult Standard Diploma may consist only of units earned through a summer school conducted by an accredited public or private high school or an accredited institution of higher learning.

Such units must be earned in courses which are equivalent to the courses offered in the programs of an accredited high school.

F. Credit for University Courses

Credit may be granted for college-level courses completed at a recognized university, college, junior college, or community college as approved in district regulations.

G. Credit for Correspondence/Distance Education Courses

Adult High School Programs may grant a student credit toward an Adult Standard Diploma for successful completion of a correspondence course if the course is provided by a secondary educational institution which is nationally accredited, or the course is included on the state-approved list of Distance Education providers (http://www.doe.nv.gov/Distance_Education/Home/).

H. Physical Education Credit Transferred in From Other Educational Programs

If a student is eligible to transfer credit for physical education courses into the Adult High School Program that credit can be applied toward the elective credit requirement.

I. Credit for Apprenticeship Programs

Adult High School Programs may award credit for electives to students who have participated in an apprenticeship program.

J. Credit for Attending Accredited Career Schools

Adult High School Programs may award credit for electives to students who have attended accredited career schools such as those approved by the Nevada Commission on Postsecondary Education according to prescribed guidelines.

K. Credit for Work Experience

Adult High School Programs may award elective credit to students who have attained employment experience which meets the following criteria. Through employment, the student, according to district policy and standardized curriculum:

1. Has demonstrated attitudes necessary for successful job performance and cooperation with fellow workers.
2. Has developed a sound basis for a career choice through appraisals of individual abilities, interests, aptitudes, and attitudes considering future employment outlook.
3. Has developed pride in doing one's job well.
4. Has gained exploratory experiences and training opportunities.
5. Has learned to make use of, and further develop, the skills learned in school in a real job setting.

6. Has understood the relationship between formal education and job success.
7. Has gained insight in the transition from school to work.
8. Has met changes in the world of work through personal contacts and feedback from employers.

L. Credit Evaluation

When students register for the Adult High School Program, they should present a copy of their most recent high school transcript, and/or a copy of their HSE transcript when applicable. This information is for the purpose of determining the number of credits the student has earned and to help determine the best way to obtain the remaining credits to earn the Adult Standard Diploma.

In the event a student does not have academic records at registration, he or she must send for the records using a request form and an Authorization to Release Information form, (See Appendix, Forms). When dealing with a comprehensive high school or HSE program name and dates on the records need to be accurate.

Transcripts coming from other states may require interpretation. Credits must be pro-rated to one-half or one-fourth credit units. (NAC 389.668)

Photocopies of all documentation used to verify existing credits must be maintained in a student's file while a student is enrolled.

V. HSE GUIDELINES

For current Nevada HSE policy information, visit:

http://www.doe.nv.gov/Adult_Education/HSE_Home/

A. Statement of Purpose

1. Policy: Current available Nevada state-approved tests of High School Equivalency are the GED® (GED Testing Service) and HiSET® (ETS). The High School Equivalency tests are designed to provide an opportunity for adults who have not graduated from high school to earn a high school-level educational equivalency. The High School Equivalency tests measure the major academic skills and knowledge associated with a high school program of study with increased emphasis on workplace and higher education.

All persons involved in administering the HSE Tests or any portion of the HSE Testing Program are prohibited from being involved in preparation or instruction and must abide by all rules and regulations of the individual HSE assessment vendor.

B. Registration Procedures and Pricing

http://www.doe.nv.gov/Adult_Education/HSE_Home/

Registration procedures are determined by individual testing center. To locate the HSE testing center in the county of residence, call the district office or adult education center in your county or visit: www.nevadaadulteducation.org.

C. High School Equivalency (HSE) Certificate

In the absence of a high school diploma, the HSE test is used as a measure of an individual's basic competencies in the areas of English (Writing and Literature), Social Studies, Mathematics, and Science. This certificate is accepted by the employment and academic communities as an accurate assessment of basic skills.

Students wishing to obtain a copy of an HSE certificate must contact Diploma Sender at www.diplomasender.com

D. Requirements for Testing and Issuance of Certificate:

1. Minimum Age for Testing
 - a. 18, except in the following cases:

Applicants who are 16 or 17-years of age may register to take the HSE exam after presenting written permission from the local school board of trustees, written permission signed by parent or legal guardian, verification of withdrawal from school, and meeting all criteria above. *See* NAC 385.402, 385.404
2. Residency
 - a. Certificates of High School Equivalency are issued to persons who reside in the State of Nevada at the time of testing or are on active military duty and have attended a secondary school in Nevada.
 - b. Nevada’s residency policy for HSE testing allows for testing certain non- residents who live near the border of Nevada in adjacent states when a testing site is not easily accessible in their own state.
3. English and Spanish Test Scores Cannot be Combined.

G. All other questions or inquiries to be referred to:

Nancy Olsen, State HSE Administrator
Office of Career, Technical & Adult Education
Nevada Department of Education
755 North Roop Street
Carson City, Nevada 89701
Telephone Number: (775) 687-7287 nolsen@doe.nv.gov

H. HSE WAIVER OF CREDITS (NAC 390.500):

A student may waive as many as eleven (11) credits after successfully passing state- approved HSE tests toward an Adult Standard Diploma. The higher the scores, the more credits may be waived. It is recommended that pre-testing, preparation/instruction, and counseling take place before a student participates in HSE testing.

The following tables set forth the scores which must be achieved on the HSE tests to obtain waived credit and the corresponding number of credits which may be awarded.

**General Educational Development (GED, 2014 Series)
Maximum Number of Units**

Subject	Test	for Score of 145 to 157	for Score of 158 or higher
Language Arts	I	2	4
Mathematics	II	1	3
Science	III	1	2
Social Studies	IV	1	2

**High School Equivalency Test (HiSET, 2014 Series)
Maximum Number of Units**

Subject	Test	for Score of 10 or 11	for Score of 12 or higher
Language Arts	I and V(average)	2	4
Mathematics	II	1	3
Science	III	1	2
Social Studies	IV	1	2

I. Credit Waiver Criteria

1. Credit waived by the HSE examination will apply only to required courses of study and cannot be used to waive other elective credits with the following exception: HSE social studies credit will be applied only to elective courses as the student, by state statute (NAC 390.500), must complete courses in the required areas of American Government and American History.
2. Students who have already earned a high school diploma are prohibited from taking a High School Equivalency test.
3. A student who passes a state approved HSE test **may** retake the battery or any subtest to improve scores.
4. A student who fails the HSE exam is not limited to the number of times he/she may take the HSE exam. However, the student is limited to taking the test a maximum of three (3) times each calendar year per HSE test (GED, HiSET). This is because there are only three (3) different test forms available and the same test form cannot be retaken during any one calendar year.
5. A student enrolled in an Adult Education program **may not** use HSE exams to waive credit towards a High School Standard Diploma. A student enrolled in an Alternative Education program **may** use the HSE exams to waive credits towards an Adult Standard Diploma at the age of 17. (NAC 390.115, 390.500)
6. No student may take the HSE exams while still enrolled in high school, except for students enrolled within detention facilities. Students aged 16 or 17 who have received permission from the school district board of trustees and their parents/legal guardians to take the HSE examination must be withdrawn from their high school for the period of time that the HSE is being taken. Students may then be re-enrolled and continue to work toward their Adult Standard Diploma.

VI. INDEPENDENT STUDY AND DISTANCE EDUCATION

A. Independent Study

NAC 389.710 “Independent study” defined. (NRS 389.155)

As used in NAC 389.710 to 389.750, inclusive unless the context otherwise requires, “independent study” means the method by which a pupil may complete a required or elective course outside of the normal classroom setting that is consistent with the course of study prescribed by the state board and the school district.

NAC 389.730 Courses allowed: courses outside school district. (NRS 389.155)

1. A pupil who is enrolled in school or in an alternative program pursuant to NRS 388.537, an adult high school program approved pursuant to NAC 387.190 or a program of distance education established by a school district may complete any required or elective course by independent study if the board of trustees of the school district in which the pupil is enrolled provides for independent study in accordance with NAC 389.710 to 389.750, inclusive.
2. A course of independent study may be taken at a location outside of the school district in which the pupil is enrolled upon the written approval of the board of trustees of the school district in which the

pupil is enrolled.

NRS 388.537 Alternative programs for pupils at risk of dropping out of school.

1. The board of trustees of a school district may, subject to the approval of the Superintendent of Public Instruction, operate an alternative program for the education of pupils at risk of dropping out of school, including pupils who are enrolled in kindergarten or grades 1 to 12, inclusive.
2. The board of trustees of a school district may submit to the Department, in the form prescribed by the Department, a plan to operate an alternative program.
3. The Superintendent of Public Instruction shall review each plan to operate an alternative program submitted to the Department and approve or deny the plan. Approval by the Superintendent constitutes approval of each component of the plan for the alternative program.
4. If a plan for an alternative program is denied by the Superintendent of Public Instruction, the board of trustees of a school district may appeal the decision of the Superintendent to the State Board. The State Board may approve or deny the plan for the alternative program upon appeal.
5. An alternative program may include:
 - a. A shorter school day or an opportunity for pupils to attend a longer school day than that regularly provided in the school district. The alternative program must provide for a number of minutes of instruction that is equal to or greater than that which would be provided under a program consisting of 180 school days.
 - b. An opportunity for pupils to attend classes of instruction during any part of the calendar year.
 - c. A comprehensive curriculum that includes elective classes of instruction and career and technical education.
 - d. An opportunity for pupils to obtain academic credit through experience gained at work or while engaged in other activities.
 - e. An opportunity for pupils to satisfy either:
 - (1) The requirements for a regular high school diploma; or
 - (2) The requirements for an adult standard diploma
 - f. The provision of childcare for the children of pupils.
 - g. The transportation of pupils to and from classes of instruction.
 - h. The placement of pupils for independent study pursuant to NRS 389.155, if the board of trustees of the school district determines that the pupil would benefit from such placement.
6. The board of trustees of a school district may operate an alternative program pursuant to this section through a program of distance education pursuant to NRS 388.820 to 388.874, inclusive.

NAC 389.750 - A pupil shall enter into a written agreement with the teacher of the course of independent study or the board of trustees of the school district or its designee before the pupil may begin a course or program of independent study.

1. A pupil may enter into a written agreement if the pupil participates in:
 - a. An Adult High School Program;
 - b. An alternative program;
 - c. A distance education program; or

- d. Any other educational program offered by the school district.
2. Such an agreement must include, without limitation:
 - a. The objectives of the course or program;
 - b. A timeline for the completion of the assigned course work;
 - c. A schedule of the communications between the pupil and the teacher that satisfies the requirements of subparagraph (2) of paragraph a. of subsection 2 of NRS 389.155;
 - d. The method by which the teacher will assess the pupil's progress.
 - e. If a pupil is under 18 years of age, the written approval of a parent or guardian of the pupil to participate in the course of independent study.

B. Distance Education

NRS 388.823 “Course of distance education” defined.

“Course of distance education” means a course of study that uses distance education as its primary mechanism for delivery of instruction.

NRS 388.826 “Distance education” defined.

“Distance education” means instruction which is delivered by means of video, computer, television, or the internet or other electronic means of communication, or any combination thereof, in such a manner that the person supervising or providing the instruction and the pupil receiving the instruction are separated geographically for a majority of the time during which the instruction is delivered.

NRS 388.829 “Program of distance education” defined.

“Program of distance education” means a program comprised of one or more courses of distance education that is designed for pupils who meet the criteria for enrollment in a program of distance education prescribed in NRS 388.850.

School Districts must submit an application to operate a program of distance education (NAC 388.830), (http://www.doe.nv.gov/Distance_Education/Home/)

NAC 391.392 Endorsement to teach program of alternative education (NRS 385.080, 391.019)

1. To receive an endorsement to teach a program of alternative education, a person must:
 - a. Hold a valid:
 - (1) Elementary license;
 - (2) License to teach middle school or junior high school education;
 - (3) Secondary license;
 - (4) License to teach special education; or
 - (5) Special license that is endorsed for a recognized field of teaching other than business and industry;
 - b. Have 3 years of verified experience in teaching a program of alternative education; or
 - c. Have completed at least 3 semester hours of course work in one or more of the following areas of study:
 - (1) Behavior management;
 - (2) Methods of teaching pupils who have specific learning disabilities

- (3) Parental involvement in programs of alternative education; or
 - (4) Methods of teaching pupils in a program of alternative education or pupils who are at risk of dropping out of school.
2. Except as limited by subsection 3, a person who holds an endorsement to teach a program of alternative education may:
 - a. Provide instruction in any recognized field of teaching for which he or she holds a valid endorsement; and
 - b. Teach courses outside his or her area of endorsement.
 3. A person who holds an endorsement to teach a program of alternative education initially issued on or after July 1, 2005, may use that endorsement to provide instruction and teach as authorized by subsection 2 only:
 - a. In an Adult High School Program as defined in subsection 2 of NAC 390.480; or
 - b. To act as a teacher of record for a pupil who is enrolled in a distance education course which has been approved by the Department pursuant to NRS 388.834.
 4. An endorsement to teach a program of alternative education is not required to teach a program of alternative education.
 5. As used in this section:
 - a. “Course of distance education” has the meaning ascribed to it in NRS 388.823.
 - b. “Program of alternative education” means:
 - (1) An alternative program as defined in NAC 388.500; or
 - (2) An Adult High School Program as defined in subsection 2 of NAC 390.480.

VII. EOC TESTING

In accordance with NAC 390.470 subsection (1b), in order to receive an adult standard diploma, an adult student must complete all required credits and successfully pass all required examinations.

Effective 2018, to address subsection 1-b, a pupil shall be deemed to have passed requirements for end-of-course (EOC) examinations if the pupil passes the course with which the examination is aligned in accordance with any established grading policy of the school district or charter school, as applicable.

Furthermore, AB 7 requires that the State Board adopt a percentage of the grade the EOC final is to count toward the final grade for the associated course. Adult standard diploma requirements will align with the State Board approved implementation of EOCs as outlined in Guidance Memo #17-22 dated September 20, 2017.

All courses that require an EOC in 2020-21 School Year and beyond must count the EOC as 20% of course final grade.

During the 2017 Legislative Session, AB 7 was passed. Section 52 of the bill removes the requirement that students pass EOCs in order to receive a Standard High School Diploma. The bill requires that the State Board adopt regulations that prescribe the criteria for students to receive a Standard High School Diploma.

Due to the High School Proficiency Exams (HSPE) no longer being a requirement under the Nevada Revised Statutes and AB 7’s removal of the requirement to pass the EOC Exams for receipt of a Standard High School and Adult Standard Diploma, a student in Nevada is no longer required to pass the HSPE to receive a standard high school or adult standard diploma. Any student denied a standard high school or adult standard diploma solely because the student did not satisfy any existing requirement to pass the HSPE will

be issued a standard high school or adult standard diploma if:

- (1) The student submits to the school district or charter school in which the student was last enrolled in high school a written request for a determination of whether the student, notwithstanding the failure of the student to satisfy any existing requirement to pass the High School Proficiency Examinations, otherwise satisfied any existing requirements to receive a standard high school or adult standard diploma; and
- (2) After reviewing the transcript of the student and any other relevant documentation, the school district or charter school determines that, notwithstanding the failure of the student to satisfy any existing requirement to pass the High School Proficiency Examinations, the student otherwise satisfied existing requirements to receive a standard high school or adult standard diploma.

http://www.doe.nv.gov/Newsroom/Guidance_Memos/

A. Testing

Presently, the required testing areas include: Language Arts 10, Algebra I and Geometry.

1. Ordering of Tests

When ordering tests, the adult high school staff must consult with the testing coordinator in their respective school district.

2. Training of all Staff Handling Tests

Teachers and other staff members involved with the EOC testing must acknowledge, in writing, that he/she has been given and has read a copy of the school district's testing procedure.

3. Security of Tests
Test security procedures cannot be over-emphasized. It is imperative that all procedures are adhered to and that all precautionary measures are followed.

Everyone involved with testing, including district Test Directors, Principals, School Test Coordinators, Classroom Test Administrators, and Classroom Proctors, must be trained so that they fully understand the laws, regulations, and policies governing the state testing program and the contents of the appropriate administration manuals as outlined in NRS 391.330. Failure to follow established procedures may carry stringent sanctions for licensed personnel.

Please note that the person in charge of adult education is ultimately responsible for both the administration of tests and for the physical security of test materials.

Copying any writing test prompts, test and/or examination items, problems, questions and the approved answers for grading them by any means or disclosure of those items, problems, or questions and the approved answers for grading them by any means or disclosure of those items, problems, or questions and the approved answers for scoring them is a violation of NRS 391.330.

4. Preparation for Testing Adult Students

Students must have completed and passed the course prior to being allowed to take an EOC exam. Adult High School students that have passed a HSE at a level to waive credits have met the requirement to sit for the corresponding EOC test.

5. Record Retention

It is the responsibility of each Adult High School Program to maintain results on the student's transcript and maintain student archives as per NAC 387.165, 387.171, 387.175 and 387.185.

VIII. RECORD KEEPING

The Department is required to submit the performance results of the Adult High School Diploma Program to the Governor, the Legislative Committee on Education, and the Director of the Legislative Counsel Bureau. This report includes enrollment and outcome data. To ensure the accuracy of the data the Nevada Department of Education will conduct regular monitoring of AHSD reported enrollment and outcome data.

All enrollment and outcome data reported in the Adult High School Reporting System (AHSRS) must be validated through the class record book. The class record book is the original and official document or record that establishes proof of reported information for a pupil. (NAC 387.165)

12 hours of participation by each student is a requirement for being reported in the AHSRS as stated in the annually submitted Program Outline. Each program is required to maintain records that document a student's attendance and grades as stated in NAC 387.165.

The districts funding amount for the following year, as determined by the formula, will be negatively impacted if data is found to be unverifiable. Programs with data that is unverified will be assessed to be high risk and may be monitored annually.

The permanent records of an Adult High School student are the original source and must be maintained under NAC 387.165, 387.171, 387.175, 387.185. Copies of the complete transcript will be sent to former students and to educational, training, and military institutions upon request.

In accordance with the Family Educational Rights and Privacy Act (FERPA), an authorization signed by the student must either accompany any request for copies of the records, or have been signed by the student, giving the administrator of the records permission to send the records to institutions upon request. These policies regarding student records should be followed;

- The Adult High School or the school district will maintain official records of the Adult Diplomas awarded and the student transcripts for anyone who earned credits.
- Transcripts are confidential personal records and sole sources of the information, appropriate security measures against theft or fire should be taken to preserve them.
- Access to records should be controlled by the Adult High School Program or school district administrative staff.
- Upon graduation from the Adult High School Program, a transcript shall have been created which incorporates the pre-existing credits and those earned in the program from which the diploma is held. This will be used as the official transcript for that student.

IX. AHSD FUNDING FORMULA

In September 2011, the department was contacted by the Senate Finance Committee and Assembly Ways and Means Committee to revise the Adult High School funding formula, to align with the original intent of funding based on enrollment and growth.

A committee consisting of volunteer representatives from Adult High School Programs from across the state created a four-year implementation model. The complete process would commence during the 2012-13 school year and be fully adopted prior to the beginning of the 2015-16 school year.

The calculation for funding is based on a three-year rolling average of verified statewide student enrollment (70%), and educational outcomes (30%) calculated by district. In FY19-20 the formula was adjusted to funding based on a three-year rolling average of verified statewide student enrollment (65%), and educational outcomes (35%)

These changes were designed to meet the legislative funding mandate and to move the State of Nevada Adult High School Program into the next generation of education reform by implementing a funding formula that utilizes performance as an indicator of success.

Effective FY20 the NDE working with AHSD program directors stabilized the correction education enrollment funding to utilize average total bed count in each facility. This change will minimize major swings in enrollment numbers. This change does not eliminate the need for programs to maintain accurate enrollment and attendance records required by NAC 387.163, 165, 171 and 175.

In 2017 the NDE Adult Education Program professionals added a growth cap based on a Needs-Based formula. Beginning in FY 18-19 each district will be capped if they exceed 2% above the needs-based percent calculated for all districts. NDE will recalculate the formula annually and will make the needs-based formula available upon request.

Adult High School Programs

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[Carson City Adult Education](#)

Churchill County School District

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[Churchill County Adult Education](#)

Clark County School District

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Jennifer Keiser, Adult Education Assist. Dir.
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White Pine County School District

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Applicable NRS and NAC

STATE-APPROVED HIGH SCHOOL EQUIVALENCY ASSESSMENT

NRS 390.055 Selection of assessment by State Board; eligibility to take assessment; permission of board of trustees required under certain circumstances; regulations

1. The State Board shall select an assessment which enables a person who satisfies the requirements of subsection 2 or 3, as applicable, to demonstrate that he or she has achieved an educational level which is an acceptable substitute for completing a high school education.
2. A person who:
 - a. Is 17 years of age or older;
 - b. If he or she is at least 17 years of age but less than 18 years of age, submits to the State Board written permission signed by his or her parent or legal guardian;
 - c. Has not graduated from a high school;
 - d. Is not currently enrolled in a high school; and
 - e. Satisfies any other requirements prescribed by the State Board, may take the high school equivalency assessment selected by the State Board.
3. The board of trustees of a school district may, upon request and for good cause shown, grant permission to take the high school equivalency assessment selected by the State Board to a person who:
 - a. Resides in the school district;
 - b. Is at least 16 years of age but less than 17 years of age;
 - c. Submits to the board of trustees' written permission signed by his or her parent or legal guardian;
 - d. Has not graduated from a high school;
 - e. Is not currently enrolled in a high school; and
 - f. Satisfies any other requirements prescribed by the board of trustees.

NRS 390.065 Disclosure of questions and answers prohibited; exceptions.

It is unlawful to disclose the questions contained in the high school equivalency assessment selected by the State Board pursuant to NRS 390.055 and the approved answers used for grading the assessment except:

1. To the extent that disclosure is required in the Department's administration of the assessment
2. That a disclosure may be made to a state officer who is a member of the Executive or Legislative branch to the extent that it is related to the performance of that officer's duties.

NRS 388.537 Alternative programs for pupils at risk of dropping out of school.

1. The board of trustees of a school district may, subject to the approval of the Superintendent of Public Instruction, operate an alternative program for the education of pupils at risk of dropping out of school, including pupils who are enrolled in kindergarten or grades 1 to 12, inclusive.
2. The board of trustees of a school district may submit to the Department, in the form prescribed by the Department, a plan to operate an alternative program.

3. The Superintendent of Public Instruction shall review each plan to operate an alternative program submitted to the Department and approve or deny the plan. Approval by the Superintendent constitutes approval of each component of the plan for the alternative program.
4. If a plan for an alternative program is denied by the Superintendent of Public Instruction, the board of trustees of a school district may appeal the decision of the Superintendent to the State Board. The State Board may approve or deny the plan for the alternative program upon appeal.
5. An alternative program may include:
 - a. A shorter school day or an opportunity for pupils to attend a longer school day than that regularly provided in the school district. The alternative program must provide for a number of minutes of instruction that is equal to or greater than that which would be provided under a program consisting of 180 school days.
 - b. An opportunity for pupils to attend classes of instruction during any part of the calendar year.
 - c. A comprehensive curriculum that includes elective classes of instruction and career and technical education.
 - d. An opportunity for pupils to obtain academic credit through experience gained at work or while engaged in other activities.
 - e. An opportunity for pupils to satisfy either:
 - (1) The requirements for a regular high school diploma; or
 - (2) The requirements for an adult standard diploma.
 - f. The provision of child care for the children of pupils.
 - g. The transportation of pupils to and from classes of instruction.
 - h. The placement of pupils for independent study pursuant to NRS 389.155, if the board of trustees of the school district determines that the pupil would benefit from such placement.

NRS 388H.020 Establishment of statewide program by Department of Education; requirements of statewide program

1. The Department of Education, after consulting with the Department of Corrections, shall:
 - a. Adopt regulations that establish a statewide program of education for incarcerated persons; and
 - b. Coordinate with and assist school districts in operating programs of education for incarcerated persons.
2. The statewide program may include courses of study for:
 - a. A high school diploma;
 - b. Basic literacy;
 - c. English as a second language;
 - d. High School Equivalency;
 - e. Life skills;
 - f. Career and technical education; and
 - g. Postsecondary education.
3. The statewide program does not include the programs of general education, vocational education and

training established by the Board of State Prison Commissioners pursuant to NRS 209.389.

4. The statewide program must establish:
 - a. Standards for each course of study that set forth the: (1) Curriculum;
(2) Qualifications for entry; and
(3) Evaluation of incarcerated persons for placement; and
 - b. Procedures to ensure that an incarcerated person who earns credits in a program of education for incarcerated persons operated by a school district at a facility or institution shall, if transferred to a different facility or institution, transfer those credits to the program operated by a school district at that facility or institution.
5. As used in this section, “High School Equivalency” means preparation for and administration of the standardized examinations or other high school equivalency assessments that enable persons who have not graduated from high school to demonstrate that they have achieved an educational level which denotes competency in core curriculum. The term includes programs for obtaining a general educational development certificate or an equivalent document.

NAC 390.105 Purposes (NRS 385.080, 390.055) The high school equivalency assessments selected by the State Board pursuant to NRS 385.448 enable persons who have not graduated from high school to demonstrate that they have achieved an educational level which is an acceptable substitute for completing a high school education.

NAC 390.115 Eligibility to take tests: duties of school district (NRS 385.080, 390.055)

1. Any person who:
 - a. Is 17 years of age or older,
 - b. Has not graduated from a high school in the United States which is accredited by a regional association; and
 - c. Is not currently enrolled in a high school,is eligible to take an assessment to determine the person’s high school equivalency if he or she otherwise complies with the provisions of NRS 390.055. No minimum period of residence in this State is required of an applicant before he or she takes an assessment.
2. The board of trustees of a school district may, upon request and for good cause shown, grant permission to take a high school equivalency assessment to a person who resides in the school district and who is at least 16 years of age but less than 17 years of age if the person satisfies the requirements of subsection 2 of NRS 390.055.
3. A school district shall adhere to the policies of the high school equivalency assessment service that the high school equivalency assessment must not be used as part of a high school program or used as a high school exit examination.
4. A school district shall not allow a person who passes a high school equivalency assessment to waive the units of credit required for a standard high school diploma.
5. A person who is at least 18 years of age and who passes a high school equivalency assessment may, in accordance with NAC 390.500, waive the units of credit required for an adult standard diploma.

6. A person who is at least 17 years of age but less than 18 years of age and who is enrolled in an alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to NRS 388.537 may, in accordance with NAC 390.500, waive the units of credit required for an adult standard diploma.

NAC 390.125 Identification required. (NRS 385.080, 390.055)

1. An applicant to take a high school equivalency assessment must provide valid identification. An acceptable kind of identification is a document containing the applicant's photograph, such as a current driver's license.
2. Before an applicant is admitted to take an assessment, the proctor who will conduct the assessment shall compare the signature on the document which the applicant presents as identification with the signature on his or her application to take the assessment.

NAC 390.135 Minimum passing scores. (NRS 385.080, 390.055) **1. Pursuant to NRS 390.055, the State Board hereby selects the following as high school equivalency assessments:**

1. The General Educational Development Test;
2. The HiSET Exam; and
3. The Test Assessing Secondary Completion.
4. The minimum passing score:
 - a. For the General Educational Development Test is a minimum score of 145 on each of the four subtests.
 - b. For the HiSET Exam;
 - Achieve a score of at least 8 on each of the five individual subtests
 - Score at least 2 out of 6 on the essay portion of the writing test
 - Have a total combined score on all five subtests of at least 45
 - c. For the Test Assessing Secondary Completion is a standard score of 500 on each of the five subtests.

NAC 390.145 Initial testing and retesting (NRS 385.080, 390.055)

1. An applicant who completes his or her initial assessment but fails to achieve the minimum scores may be retested on the entire battery of subtests or on the individual subtest or subtests which the applicant failed. If an applicant to be retested was initially tested with an edition in the English language, a different form of the edition must be used for the retest.
2. An applicant may be retested any number of times, although the availability of alternative forms of the assessment may limit the number of possible retests in any 12-month period.

NAC 390.155 Certificate of educational equivalence. (NRS 385.080, 390.055) A test site that has been approved by the Department to administer the high school equivalency assessments may administer such assessments. A certificate of educational equivalence will be issued without charge to any person who passes an assessment in a manner determined by the Department.

NAC 387.190 Adult High School Program (NRS 385.080)

1. A person who:
 - a. Is at least 18 years of age or who meets the requirements for participation in a program of education for incarcerated persons established pursuant to NAC 388H.040

- b. Has not received his or her high school diploma; and
 - c. Is not currently enrolled in a high school, may be enrolled as a pupil in an Adult High School Program designed to enable him or her to obtain a diploma.
2. A person who is at least 16 years of age but less than 18 years of age and who participates in an alternative program for the education of pupils at risk of dropping out of school pursuant to NRS 388.537 may enroll in an Adult High School Program with the approval of the board of trustees of the school district in which the pupil is enrolled only for the purpose of preparing to take a high school equivalency assessment.
 3. Before commencing an Adult High School Program, a school district must apply to the Department for permission to conduct the program. The application must be made on a form provided by the Department and include the:
 - a. Name of the course to be taught; and
 - b. Proposed beginning and ending dates for each class.

NAC 387.330 Adult High School Program: Standards; enrollment and attendance; allocation of money by Department. (NRS 385.080, 387.123)

1. An Adult High School Program must be operated in accordance with the standards prescribed in NAC 387.190 and any additional standards prescribed by the Department. A school district that offers a program for pupils to obtain an adult standard diploma shall maintain a register of enrolled pupils and a list of classes that are offered.
2. Enrollment and attendance for each class must be recorded in the class record book in the manner prescribed in NAC 387.165.
3. Reports of enrollment and attendance must be submitted to the Department:
 - a. On a form prescribed by the Department for that purpose; and
 - b. Annually on the date prescribed by the Department.
4. The Department shall determine the amount of money allocated to a school district that operates a program for pupils to obtain an adult standard diploma based upon a plan or formula developed by the Department to ensure that money is distributed equitably and in a manner that allows accounting for the expenditures of school districts.

NAC 389.670 Credit granted for performance on examination in lieu of course attendance: Board of trustees required to prescribe application and eligible courses of study; effect of pupil's withdrawal from school; authority of State Board to review examination and minimum score required. (NRS 385.080, 385.110, 389.171)

1. The board of trustees of each school district shall prescribe an application for pupils to apply for credit for a specific course of study without having attended the regularly scheduled classes in the course pursuant to NRS 389.171. The application must include, without limitation, the:
 - a. First and last name of the pupil;
 - b. Identifying information for the pupil, including, without limitation, the date of birth, individual identification number, ethnicity and gender of the pupil;
 - c. Grade level of the pupil;
 - d. Home telephone number of the pupil;
 - e. Name and identification number of the school in which the pupil is enrolled;

- f. Signature of the school counselor at the school in which the pupil is enrolled; and g. Name and number of the course of study for which the application is submitted.
2. The board of trustees of each school district shall prescribe the specific courses of study for which a pupil may be granted credit without having attended the regularly scheduled classes in the course pursuant to NRS 389.171, including, without limitation, Algebra I, Algebra II, geometry, trigonometry, computer literacy, English I, English II, English III, English IV, principles of science, life science, physical science, health, history of the United States, world history, government of the United States, sociology and foreign languages. The board of trustees of each school district shall make available to school counselors, pupils and parents of pupils a list of the courses of study prescribed pursuant to this subsection.
3. The board of trustees of each school district shall:
 - a. For the purposes of paragraph a. of subsection 1 of NRS 389.171, establish a committee of teachers and administrators to select an appropriate examination for each course of study prescribed pursuant to subsection 2. The examination must be based on the standards of content and performance prescribed for that course and the curriculum for that course adopted by the school district.
 - b. For the purposes of paragraph b. of subsection 1 of NRS 389.171, review and approve the examination developed by the principal and the pupil's teacher who provides instruction in the course for which credit is being sought.
 - c. For the purposes of paragraph c. of subsection 1 of NRS 389.171, review and approve the examination which the principal determines to be as rigorous or more rigorous than the examination selected pursuant to paragraph a.
 - d. Prescribe a minimum score of not less than 70 which a pupil must achieve on an examination approved pursuant to paragraph a., b. or c. of subsection 1 of NRS 389.171 to receive credit without having attended the regularly scheduled classes in the course. The minimum score must be established using objective criteria to ensure that a pupil demonstrates his or her proficiency to meet the objectives of the course.
4. If a pupil who is deficient in a particular area or areas of a course of study wishes to receive credit for the course of study pursuant to paragraph b. of subsection 1 of NRS 389.171, the pupil must submit the application prescribed by the board of trustees of the school district pursuant to subsection 1:
 - a. Except as otherwise provided in paragraph b., before the beginning of the school year immediately succeeding the school year in which the pupil was enrolled in the course.
 - b. Within 1 school year after the end of the course if the application includes evidence of the pupil's completion during that year of not less than 20 hours of remedial study in the area or areas of the course in which the pupil is deficient.
5. A pupil who withdraws from a school during the school year and does not reenroll in the school from which he or she withdrew or who does not enroll in another school in this State before the end of the current semester or trimester, as applicable, is not eligible to receive credit for a course of study pursuant to NRS 389.171.
6. The State Board of Education may review:
 - a. Any examination for which a pupil may receive credit for a course of study without having attended the regularly scheduled classes in the course pursuant to NRS 389.171; and
 - b. The minimum score required on any such examination.

NAC 389.710 “Independent study” defined. (NRS 385.080, 389.155) As used in NAC 389.710 to 389.750, inclusive, unless the context otherwise requires, “independent study” means the method by which a pupil may complete a required or elective course outside of the normal classroom setting that is consistent with the course of study prescribed by the State Board.

NAC 389.720 Plan to operate program; approval or denial of plan; written policy; system of recordkeeping (NRS 385.080, 389.155)

1. The board of trustees of a school district may submit to the Department of Education, in the form prescribed by the Department, a plan to operate a program of independent study. The program of independent study must contain the information prescribed in subsection 3 and must be offered as part of:
 - a. An Adult High School Program;
 - b. An alternative program for the education of pupils at risk of dropping out of school;
 - c. A program of distance education; or
 - d. Any other educational program offered by the school district.
2. The Superintendent of Public Instruction shall review each plan to operate a program of independent study submitted to the Department of Education and approve or deny the plan. If the plan is denied by the Superintendent, the school district may appeal the decision of the Superintendent to the State Board of Education. The State Board may approve or deny the plan for a program of independent study upon appeal.
3. The board of trustees of a school district which provides for independent study shall:
 - a. Develop a written policy for independent study, which must include, without limitation, the process by which a pupil may appeal a decision by the board of trustees which denies the pupil from enrolling in a course of independent study.
 - b. Establish a system of recordkeeping for each pupil enrolled in a course of independent study. For each course that a pupil participates in, the record must include, without limitation:
 - (1) A copy of the written agreement required pursuant to NAC 389.750.
 - (2) A record of all communication between the pupil and the teacher;
 - (3) A record of the assignments that the pupil has completed; and
 - (4) A copy of the record which indicates the final grade and the number of units of credit earned by the pupil.

NAC 389.730 Courses allowed: courses outside school district. (NRS 385.080, 389.155)

1. A pupil who is enrolled in school or in an alternative program pursuant to NRS 388.537, an Adult High School Program approved pursuant to NAC 387.190 or a program of distance education established by a school district may complete any required or elective course by independent study if the board of trustees of the school district in which the pupil is enrolled provides for independent study in accordance with NAC 389.710 to 389.750, inclusive.
2. A course of independent study may be taken at a location outside of the school district in which the pupil is enrolled upon the written approval of the board of trustees of the school district in which the pupil is enrolled.

NAC 389.740 Licensing of instructors; supervision required for certain courses. (NRS 385.080, 389.155)

1. The instructor of record for a course of independent study must be a person who is licensed to

teach in this State.

2. If the board of trustees of a school district that provides for independent study determines that an activity which is part of the course of independent study constitutes a risk to the health or safety of a pupil who is enrolled in the course, the course must be supervised by a person who has been approved by the board of trustees.

NAC 389.750 Written agreement with pupil. (NRS 385.080, 389.155)

1. A pupil shall enter into a written agreement with the teacher of the course of independent study or the board of trustees of the school district or its designee before the pupil may begin a course or program of independent study. A pupil may enter into a written agreement if the pupil participates in:
 - a. An Adult High School Program;
 - b. An alternative program;
 - c. A program of distance education; or
 - d. Any other educational program offered by the school district.
2. Such an agreement must include, without limitation:
 - a. The objectives of the course or program.
 - b. A timeline for the completion of the assigned course work.
 - c. A schedule of the communications between the pupil and the teacher that satisfies the requirements of subparagraph (2) of paragraph a. of subsection 2 of NRS 389.155.
 - d. The method by which the teacher will assess the learning of the pupil.
 - e. If a pupil is under 18 years of age, the written approval of a parent or guardian of the pupil to participate in the course of independent study.

NAC 390.018 “Adult standard diploma” defined. (NRS 385.080) “Adult standard diploma” means a diploma which evidences the graduation from high school of a person who has met the requirements for graduation through:

1. An Adult High School Program established by a school district; or
2. An alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to NRS 388.537.

NAC 390.470 Requirements for adult standard diploma (NRS 385.080, 385.114, 390.600)

1. A school district may award an adult standard diploma to a person who:
 - a. Withdrew from high school before the person’s graduation and was not eligible to graduate with his or her class, or participated in an alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to NRS 388.537;
 - b. Has earned, in high school, in an Adult High School Program or in an alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to NRS 388.537, or waived, the units of credit required in subsection 2; and
 - c. Is 18 years of age or older at the time of the award or is 17 years of age but less than 18 years of age and participates in an alternative program for the education of pupils at risk of dropping out of school pursuant to NRS 388.537.

2. Except as otherwise provided in subsection 3, the units of credit which a person must have earned or waived to be qualified to receive an adult standard diploma are a total of 13 units for required courses and a total of 7 1/2 units for elective courses. The person must have earned or waived his or her units for the required courses in accordance with the following table:

Minimum Required Course	Number of Units
American Government	1
American History	1
Arts and Humanities, or Career and Technical Education	1
English	4
Health Education	1/2
Mathematics	3
Science	2
Use of Computers	1/2
TOTAL	13

NAC 390.480 Credit received through Adult High School Program applicable toward adult standard diploma. (NRS 385.080, 385.114)

1. Units of credit earned by a person through an Adult High School Program may be applied toward meeting the requirements for an adult standard diploma only if the course in which the units were earned was:
 - a. Taught in a school district of this State; or
 - b. Equivalent to a regular course offered in the high school where the diploma will be issued, and the course is approved by the principal of the high school for that purpose.
2. As used in this section, “Adult High School Program” means instruction or training provided at or below the level of a secondary school for persons who:
 - a. Are at least 18 years of age and who have not completed high school.
 - b. Are 17 years of age but less than 18 years of age and participate in an alternative program for the education of pupils at risk of dropping out of school pursuant to NRS 388.537.
 - c. Are 16 years of age and authorized to attend an Adult High School Program pursuant to NAC 390.510.

NAC 390.500 Waiver of credits for adult standard diploma. (NRS 385.080, 390.055)

1. Except as otherwise provided in this section, a person who is 18 years of age or older and who seeks an adult standard diploma may waive units of credit for language arts, mathematics, science and social studies by taking a high school equivalency assessment in those subjects. A person who seeks an adult standard diploma who is at least 17 years of age but less than 18 years of age and who is enrolled in an alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to NRS 388.537 may waive units of credit pursuant to this section.
2. The maximum number of credits which may be waived in the areas of [English,] language arts,

mathematics and science must be based on the number of credits previously earned which meet the minimum requirements for course content outlined in NAC 389.450 to 389.511, inclusive, and the credits waived upon the completion of a high school equivalency assessment selected pursuant to NRS 390.055.

3. Credits in elective courses may be waived only in the area of social studies. The maximum number of credits which may be waived in the area of social studies must be based on a high school equivalency assessment selected pursuant to NRS 390.055
4. The following tables set forth the scores which a person must achieve on a high school equivalency assessment to waive credits in required and elective courses and the corresponding number of units which may be waived:

**General Educational Development (GED, 2014 Series)
Maximum Number of Units**

Subject	Test	for Score of 145 to 157	for Score of 158 or higher
Language Arts	I	2	4
Mathematics	II	1	3
Science	III	1	2
Social Studies	IV	1	2

**High School Equivalency Test (HiSET, 2014 Series)
Maximum Number of Units**

Subject	Test	for Score of 10 or 11	for Score of 12 or higher
Language Arts	I and V(average)	2	4
Mathematics	II	1	3
Science	III	1	2
Social Studies	IV	1	2

NAC 390.510 Attendance at Adult High School Program for test preparation. (NRS 385.080, 390.055) The board of trustees of a school district may allow a person who is at least 16 years of age but less than 18 years of age who has withdrawn from high school so that he or she may take a high school equivalency assessment to attend an Adult High School Program only for the purpose of test preparation.

PROGRAMS OF EDUCATION FOR INCARCERATED PERSONS

NAC 387.190 Adult High School Program (NRS 385.080, 387.123)

1. A person who:
 - a. Is at least 18 years of age or who meets the requirements for participation in a program of education for incarcerated persons established pursuant to NAC 388H.040
 - b. Has not received his or her high school diploma; and

- c. Is not currently enrolled in a high school, may be enrolled as a pupil in an Adult High School Program designed to enable him or her to obtain a diploma.
2. A person who is 17 years of age but less than 18 years of age and who participates in an alternative program for the education of pupils at risk of dropping out of school pursuant to NRS 388.537 may enroll in an Adult High School Program with the approval of the board of trustees of the school district in which the pupil is enrolled.
3. Before commencing an Adult High School Program, a school district must apply to the Department for permission to conduct the program. The application must be made on a form provided by the Department and include the:
 - a. Name of the course to be taught; and
 - b. Proposed beginning and ending dates for each class.
4. The Superintendent of Public Instruction shall review each application to operate an Adult High School Program submitted to the Department and approve or deny the application. If the application is denied by the Superintendent, the school district may appeal the decision of the Superintendent to the State Board of Education. The State Board may approve or deny the application for an Adult High School Program upon appeal.
5. An application that has been approved by the Superintendent of Public Instruction or the State Board of Education pursuant to subsection 4 remains in effect for 5 years after the date of approval. The board of trustees of a school district shall update its plan to operate an Adult High School Program at least once annually if a substantive change is made to the plan.
6. A class that is part of an approved program may begin or end at any time during the school year.
7. A school district that offers an Adult High School Program shall offer a sufficient number of required and elective courses for a pupil enrolled in the program to obtain the credits necessary to receive an adult standard diploma. Such required and elective courses must include the content identified in the school district's approved curriculum.

NAC 387.330 Adult High School Program: Standards; enrollment and attendance; allocation of money by Department. (NRS 385.080, 387.123)

1. An Adult High School Program must be operated in accordance with the standards prescribed in NAC 387.190 and any additional standards prescribed by the Department. A school district that offers a program for pupils to obtain an adult standard diploma shall maintain a register of enrolled pupils and a list of classes that are offered.
2. Enrollment and attendance for each class must be recorded in the class record book in the manner prescribed in NAC 387.165.
3. Reports of enrollment and attendance must be submitted to the Department:
 - a. On a form prescribed by the Department for that purpose; and
 - b. Annually on the date prescribed by the Department.
4. The Department shall determine the amount of money allocated to a school district that operates a program for pupils to obtain an adult standard diploma based upon a plan or formula developed by the Department to ensure that money is distributed equitably and in a manner that allows accounting for the expenditures of school districts.

NAC 388H.010 Definitions (NRS 388H.020) As used in NAC 388H.020 to 388H.030, inclusive, unless the context otherwise requires, have the meanings ascribed to them in those sections.

NAC 388H.020 “Incarcerated persons” defined. (NRS 388H.020) “Incarcerated persons” has the meaning ascribed to it in NRS 388H.010.

NAC 388H.030 “Program of education” defined. (NRS 388H.020) “Program of education” means a program of education for incarcerated persons operated by the board of trustees of a school district pursuant to chapter 388H of NRS and this chapter in a facility or institution operated by the Department of Corrections.

NAC 388H.040 Establishment of Statewide Program; general requirements for and eligibility to participate in program (NRS 385.080, 388H.020)

1. The Statewide Program of Education for Incarcerated Persons is hereby established pursuant to NRS 388H.020.
2. The Statewide Program and each program of education must:
 - a. Be operated in accordance with the standards prescribed in NAC 387.190 and subsections 1, 2 and 3 of NAC 387.330 for an Adult High School Program;
 - b. Comply with the applicable standards adopted by the State Board of Education; and
 - c. Comply with the requirements for an adult standard diploma set forth in NAC 390.470 to 390.520, inclusive.
3. An incarcerated person is eligible for participation in a program of education if he or she:
 - a. is:
 - (1) Eighteen years of age or older; or
 - (2) Less than 18 years of age and is excluded from the jurisdiction of a juvenile court pursuant to NRS 62B.330 or is certified for criminal proceedings as an adult pursuant to NRS 62B.390 or 62B.400;
 - b. Has not graduated from a high school; and
 - c. Is not currently enrolled in a high school
4. A facility or institution operated by the Department of Corrections that offers a program of education shall use the Comprehensive Adult Student Assessment System to evaluate and determine the placement of incarcerated persons in a program of education.

NAC 388H.050 Transfer of incarcerated person to another facility or institution within State; credit for successful completion of course (NRS 388H.020)

1. If an incarcerated person who has earned credits in a program of education is transferred to another facility or institution within this State, all credits earned by that incarcerated person must be transferred to another program of education operated within the facility or institution to which the incarcerated person is transferred if the requirements of this section are satisfied.
2. An incarcerated person who is participating in a program of education and who is transferred from a facility or institution to another facility or institution shall:
 - a. Notify the educational personnel who operate the program of education at the facility or institution in which the person is currently incarcerated of his or her pending transfer; and
 - b. Return all textbooks and other school property to that facility or institution.

3. An incarcerated person who is participating in a program of education and who is transferred from a facility or institution to another facility or institution in this State shall, if he or she desires to participate in a program of education at the facility or institution to which he or she is transferred, notify the educational department at that facility or institution as soon as possible of his or her previous participation in a program of education. An incarcerated person may satisfy the notice required by this subsection by appearing in person or by submitting an inmate request form DOC-2049. Upon receipt of such notice, the educational personnel at the facility or institution to which the incarcerated person was transferred shall request the class records and schedules for the incarcerated person from the facility or institution in which the person was previously incarcerated. To the extent practicable, the incarcerated person must be placed in classes that are comparable to the classes which he or she was previously attending so that the incarcerated person may continue his or her course of study with minimal disruption.
4. If a facility or institution receives a request for records for an incarcerated person pursuant to subsection 3, the educational personnel of the program of education at the facility or institution in which that person was previously incarcerated shall make available to the facility or institution to which the incarcerated person was transferred the appropriate educational records of the incarcerated person, including, without limitation, enrollment in courses, status of completion of competency for each course, grades received and credit awarded. Such information must be made available within a reasonable time to allow continuity of the educational program for the incarcerated person.
5. Upon successful completion of a course by an incarcerated person in a program of education, the facility or institution in which the person is incarcerated shall credit those courses to his or her transcript.

NRS 388H.010 “Incarcerated persons” defined. As used in this chapter, unless the context otherwise requires, “incarcerated persons” means persons who are incarcerated in a facility or institution operated by the Department of Corrections.

NRS 388H.020 Establishment of statewide program by Department of Education; requirements of statewide program

- 1 The Department of Education, after consulting with the Department of Corrections, shall:
 - a. Adopt regulations that establish a statewide program of education for incarcerated persons; and
 - b. Coordinate with and assist school districts in operating programs of education for incarcerated persons.
2. The statewide program may include courses of study for:
 - a. A high school diploma
 - b. Basic literacy;
 - c. English as a second language;
 - d. General educational development;
 - e. Life skills;
 - f. Career and technical education; and g. Postsecondary education.
3. The statewide program does not include the programs of general education, vocational education and training established by the Board of State Prison Commissioners pursuant to NRS 209.389.

4. The statewide program must establish:
 - a. Standards for each course of study that set forth the:
 - (1) Curriculum;
 - (2) Qualifications for entry; and
 - (3) Evaluation of incarcerated persons for placement; and
 - b. Procedures to ensure that an incarcerated person who earns credits in a program of education for incarcerated persons operated by a school district at a facility or institution shall, if transferred to a different facility or institution, transfer those credits to the program operated by a school district at that facility or institution.
5. As used in this section, “general educational development” means preparation for and administrations of the standardized examinations that enable persons who have not graduated from high school to demonstrate that they have achieved an educational level which denotes competency in core curriculum. The term includes programs for obtaining a general educational development certificate.

NRS 388H.030 Fund for Programs of Education for Incarcerated Persons: Creation; administration; use of money; limitations on use; allocation of money to certain school districts.

1. There is hereby created in the State Treasury the Fund for Programs of Education for Incarcerated Persons. The Fund is administered by the State Board. The Superintendent of Public Instruction may accept gifts and grants of money from any source for deposit in the Fund. The interest and income earned on the money in the Fund, after deducting any applicable charges, must be credited to the Fund.
2. Money in the Fund must be used for programs of education for incarcerated persons.
3. Money in the Fund must not be:
 - a. Considered in negotiations between a recognized organization of employees of a school district and the school district; or
 - b. Used to reduce the amount of money which would otherwise be made available for programs of education for incarcerated persons in the absence of this section.
4. The Department shall establish a formula for equitably allocating money from the Fund to each school district that operates a program of education for incarcerated persons.
5. The State Board shall establish annually, within the limits of money available in the Fund, a basic allocation to each school district that operates a program of education for incarcerated persons.

NRS 388H.040 Boards of trustees of school districts authorized to operate program; compliance with statewide program; conditions for receipt of money from Fund

1. The board of trustees of a school district may, with the cooperation of the Department of Corrections, operate a program of education for incarcerated persons in any facility or institution operated by the Department of Corrections in the county of the school district.
2. A school district that operates a program of education for incarcerated persons shall:
 - a. Comply with the standards for such programs established by the Department of Education in the statewide program established pursuant to NRS 388H.020;
 - b. As a condition for obtaining an allocation from the Fund for Programs of Education for Incarcerated Persons, submit to the Department of Education:
 - (1) an application to operate such a program; and

(2) a detailed budget for the program; and

- c. If the school district receives an allocation from the Fund, obtain the approval of the Department of Education before it makes any changes in categorical expenditures.

NRS 388H.050 Board of Regents authorized to offer certain courses to incarcerated persons. The Board of Regents of the University of Nevada may, with the cooperation of the Department of Corrections, offer courses that lead to a postsecondary degree for incarcerated persons in any facility or institution operated by the Department of Corrections.

NRS 388H.060 Interagency panel required to be convened if employee of school district who conducts program is excluded from facility or institution operated by Department of Corrections; final decision of panel.

1. If a manager or warden excludes from the facility or institution a person employed by a school district to operate a program of education for incarcerated persons in the facility or institution, an interagency panel must be convened.
2. The interagency panel must:
 - a. Consist of:
 - (1) The Director of the Department of Corrections or the Director's designee;
 - (2) The Superintendent of Public Instruction or the Superintendent's designee; and
 - (3) The immediate supervisor of the person employed by the school district.
 - b. Conduct a hearing in compliance with all applicable provisions of chapter 233B of NRS.
3. The decision of the interagency panel is a final decision in a contested case.

CUSTODY, CARE AND EDUCATION OF OFFENDERS

NRS 209.387 Legislative findings and declarations regarding programs for education of offenders The Legislature finds and declares that the program for general education of offenders and the program of education of offenders in English as a second language are acts of grace of the State. No offender has a right to participate in such a program, and it is not intended that the establishment of such programs create any such right or interest in liberty or property or establish a basis for any cause of action against the State, its political subdivisions, agencies, boards, commissions, departments, officers or employees.

NRS 209.389 Board to establish programs for general education, vocational education and training and other rehabilitation.

1. The Board shall establish by regulation programs of general education, vocational education and training and other rehabilitation for offenders.
2. The regulations must take appropriate account of the following matters:
 - a. The educational level and needs of offenders;
 - b. Opportunities for employment when the offender is released from custody;
 - c. Interests of offenders; and
 - d. The number of offenders desiring participation in such programs.
3. The regulations must provide for an assessment of these programs at least every 3 years by qualified persons, professional groups or trade associations.

4. No offender has a right to be admitted to a program of education, vocational education and training or other rehabilitation programs established pursuant to this section and it is not intended that the establishment of such programs or the failure to establish such program creates any right or interest in liberty or property or establishes a basis for any cause of action against the State, its political subdivisions, agencies, boards, commissions, departments officers or employees.

NRS 209.391 Director to administer programs of education, training and rehabilitation, to establish programs for counseling, research, statistics and planning and to purchase textbooks

The Director shall:

1. Establish programs to provide medical, psychological, psychiatric and other appropriate forms of counseling to offenders under the jurisdiction of the Department in accordance with classification requirements.
2. Administer programs of general education, vocational training and other rehabilitation for offenders established by the Board.
3. Within the limits of legislative appropriations, purchase textbooks for use by offenders who are enrolled in courses of general education and vocational training offered by any branch or facility of the Nevada System of Higher Education. Any textbooks purchased pursuant to this section must remain the property of the State and must be reissued to offenders as appropriate.
4. Within the limits of legislative appropriations, establish programs of research, statistics and planning to:
 - a. Determine and review periodically the effectiveness of the Department's programs of education, vocational training and other rehabilitation for offenders;
 - b. Provide annually, and at other times when so requested, to the Board, the Governor and the Legislature information pertaining to:
 - (1) The number of offenders who are participating in and who complete those programs;
 - (2) The effectiveness of those programs in accomplishing their purposes; and
 - (3) The number of offenders who are returned to prison after their release; and
 - c. Effect appropriate changes in the programs established by the Board.