



NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTION (HSDO) STEP -BY- STEP GUIDANCE



Updated 01/30/2018

1. Receive the student's completed Transcript Audit Form from the student's last Alabama public high school attended.
2. Assist the student with completing the Eligibility Form for the specific option (Option 1 or Option 2)
 - Use the Non-Traditional High School Diploma Options Eligibility Form
3. Ensure that the student fulfills each eligibility requirement:
 - a) Student is responsible for requesting official transcript audit form from local school district, and results of official Alabama High School Graduation Exam scores, and ACT WorkKeys™ assessment scores, if applicable.
 - Use the Non-Traditional High School Diploma Options Transcript Audit Request Form
 - b) Adult Education Representative should schedule student for an orientation/intake session, in which the student will be administered the TABE locator.
 - c) If student chooses Option 1, an initial TABE assessment in the deficient area(s) is required at intake. (Deficient area is defined as the subject area(s) which the student failed to pass on the AHSGE. If the deficient area is Science or Social Studies, the Reading TABE will be administered.)

OR

If student chooses Option 2, a full battery TABE assessment will be administered at intake. Student must score in the High Intermediate Level (grade equivalency 6.0 or higher) in all 3 sub skill tests to be eligible.

- If the student does not score 6.0 or higher on all three sub-skills tests, then enroll the student into traditional Adult Education program. **Adhere to the state assessment policy for TABE testing, and once the student post-test at 6.0 or higher, then they can proceed with enrolling into the Non-Traditional High School Diploma Options Program, if student so desires.
4. Once all eligibility requirements are completed, the student along with the AE instructor's guidance, will complete a POI for their selected option.
 - Use the Plan of Instruction Form for Option 1 or Option 2
5. Once the POI is established, the instructor will ensure that the paperwork is placed into the student's file and student is enrolled in AAESAP as an HSDO student.
*AAESAP – Alabama Adult Education System for Accountability and Performance
6. Student should then begin their Plan of Instruction to fulfill the requirements for the selected Option. (All test results, certifications, portfolios must be kept on file at the AE program.)



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7. Once student has completed all requirements, the AE instructor should recommend to the AE Director that the student's final Non-Traditional High School Diploma Options Official transcript be verified and submitted to the Local School System Superintendent and School Principal.
 - Use the Non-Traditional High School Diploma Options Official Transcript Form

8. The Alabama School System that the student last attended will be the agency issuing the Alabama High School Diploma and will notify the AE program that student has been awarded The Alabama High School Diploma.