

HIGH SCHOOL EXIT EXAMINATION

The following pages contain forms and letters to be used to petition the Board of Education for a California High School Exit Exam (CAHSEE) waiver and certify the Special Education student's completion of high school level coursework.

1. Memorandum from the Assessment Coordinator to the School Site Principal
2. List of Test Variations, Accommodations and Modifications (2 pages)
3. CAHSEE Parent Waiver Request Packet Cover Page
4. Instructions for Completing the Request for Waiver
5. CAHSEE Wavier Flowchart of Process
6. Sample Letter to Parent
7. Authority to Request Waiver Form
8. Page indicating submission of Student Report
9. Specific Waiver Request
10. Certification by Student's Special Education Teacher
11. Certification by Student's Academic Counselor
12. List of items to attach to the Waiver Request Form



Vacaville Unified School District
751 School Street Vacaville, California 95688-3945



MEMORANDUM

TO: Local School Principal

FROM: Assessment Coordinator

DATE: (insert)

SUBJ: **CAHSEE – Request for Waiver of CAHSEE Passage for Students with a Disability**

As you know, beginning with the 2005-2006 school year, all California public school students must pass the California High School Exit Examination (CAHSEE) in order to earn a high school diploma.

The California State Board of Education (SBE) recognizes that some students may need assistance when taking the CAHSEE. This assistance takes the form of test variations, accommodations, or modifications. Any student whose Individualized Education Program (IEP) or Section 504 Plan specifies the need for variations, accommodations or modifications for use on the CAHSEE, for use on standardized testing, or for use during classroom instruction and assessment must be allowed to use them for the CAHSEE. (Attached pages from the CAHSEE *District and Test Site Coordinator's Manual* list these Testing Variations, Accommodations and Modifications.)

Students who use a modification on either the English Language Arts or Mathematics section of the test and earn a score of 350 or higher have NOT passed that part of the CAHSEE. However, they ARE eligible to have that section of the CAHSEE waived by the VUSD Board of Education if the parents request such an action.

You are requested to provide the Testing and Assessment Office with the proper documentation to petition the VUSD Board of Education for a waiver of the CAHSEE requirement for the following eligible student: _____ (student name) _____. The student's Special Education Teacher and Academic Counselor would be the persons most knowledgeable to assist you in filling out the attached Request for Waiver.

If you have any questions concerning the CAHSEE waiver process; please contact the Testing and Assessment Office, (707) 453-6115.

Attachments

cc: Director Special Assignments

TESTING VARIATIONS, ACCOMMODATIONS, AND MODIFICATIONS

The following list enumerates approved accommodations, modifications, and testing variations

TESTING VARIATIONS REGULARLY USED IN CLASSROOM

The following testing variations are available to any student who regularly uses them in the classroom. They do NOT have to be documented in an IEP or Section 504 Plan.

Presentation

- Visual magnifying equipment
- Audio amplification equipment
- On task reminders/verbal encouragement
- Noise buffers
- Manually Coded English or American Sign Language to present directions for test administration

Setting

- Test individually (supervised)
- Test in small group
- Special lighting or acoustics
- Special or adaptive furniture
- Individual study carrel/study enclosure

Use of Aids or Tools

- Use colored overlay, mask or other means to maintain place

ACCOMMODATIONS

The following testing variations are considered to be test accommodations because they do NOT fundamentally alter what the test measures or affect the comparability of scores. Accommodations are available only if specified in the student's IEP or Section 504 Plan for use on the CAHSEE, standardized testing, or for use during classroom instruction or assessment.

Presentation

- Braille transcriptions provided by the test contractor
- Large Print version in 20-point font
- Test questions enlarged if larger than 20-point font is required
- Use of colored overlay or mask
- Questions read aloud to student/audio presentation (math only)
- Use of Manually Coded English or American Sign Language to present test questions to student (math only)

Timing/Scheduling

- Test over more than one day for test expected to be completed within one day (contact test contractor)
- Supervised breaks within a section of the test
- Administered at time most beneficial to student.(contact test contractor)

Setting

- Test at home or in hospital (administered by test examiner)

Response

- Student marks responses in test booklet and responses are transferred to a scorable document by employee of school, school district, or nonpublic school
- Responses dictated to a scribe for multiple-choice items
- Essay responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter, and the student provides all spelling and language conventions

Use of Aids or Tools

- Use word processing software with spell and grammar check tools turned off for testing
- Use assistive device that does not interfere with the independent work of the student on multiple-choice or essay responses

MODIFICATIONS

The following test variations are considered to be modifications because they fundamentally alter what the test measures or affect the comparability of scores. Modifications are available only if specified in the student's IEP or Section 504 Plan for use on the CAHSEE, standardized testing, or for use during classroom instruction or assessment.

Presentation

- Questions read aloud to student/audio presentation (ELA only)
- Use of Manually Coded English or American Sign Language to represent test questions to student/audio presentation (ELA only)

Response

- Essay responses dictated orally in Manually Coded English or in American Sign Language to a scribe, audio recorder, or speech-to-text converter (scribe provides spelling, grammar, and language conventions) (ELA only)

Use of Aids or Tools

- Arithmetic table (math only)
- Mathematics manipulatives (math only)
- Assistive device that interferes with the independent work of the student on the multiple-choice or essay responses
- Calculator (programs disabled) (math only)
- Dictionary for mathematics or ELA test
- Word processing software with spell and grammar check tools enabled on the essay response (ELA only)

Web site for CDE Matrix of Test Variations, Accommodations and Modifications:
<http://www.cde.ca.gov/ta/tg/hs/accomod.asp>

CAHSEE

Parent Waiver Request Packet

Includes:

- Instructions for Completing the Request for Waiver of CAHSEE Passage for Students with a Disability**
- Parent Waiver Request Cover Letter**
- Parent Waiver Request**
- Student and Parent Score Report**
- Specific Waiver Request: Waiver of Test Passage for Students with a Disability**

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR WAIVER OF CAHSEE PASSAGE FOR STUDENTS WITH A DISABILITY

WHICH STUDENTS ARE ELIGIBLE FOR THE CAHSEE WAIVER?

Please refer to the State Board of Education Waiver Policy, #01-07 dated December 2001, and Title 5 of the California Code of Regulations, Section 1215.5. This waiver applies ONLY to students who:

1. Took one or both portions of the CAHSEE with a modification(s); AND,
2. Attained the “equivalent of a passing score” (350 or more points) on one or both portions of the CAHSEE.

NOTE: Students who use *accommodations* on the CAHSEE DO NOT need to be included in this waiver request. Accommodations are those listed in Title 5 of the California Code of Regulations, Section 1217, subsections (a) and (b), and those that have been approved by the Department of Education. In cases in which students took the CAHSEE with modifications, the CAHSEE Student and Parent Report (score sheet) would state “INVALID.”

For more information on accommodations and/or modifications, refer to the Standards and Assessment web page at: www.cde.ca.gov/ta/tg/hs/accomod.asp

HOW ARE THE WAIVER REQUEST FORMS COMPLETED?

1. The District CAHSEE Coordinator prepares a list of any special education student receiving an "Invalid" Pass score in English Language Arts and/or Mathematics, and reviews the packet and procedures with the principal.
 2. The principal forwards the Authority to Request Waiver Parent Letter to the parent to complete.
 3. The special education teacher documents the modifications that were needed to access and participate in the CAHSEE.
 4. The academic counselor documents that the student has sufficient high school level coursework in a high school curriculum to have gained the skills and knowledge otherwise needed to pass the CAHSEE.
 5. The District CAHSEE Coordinator certifies that the student attained the equivalent of a passing score on the CAHSEE using a modification.
 6. The District Testing Coordinator will present the completed petition to the VUSD Board of Education. All forms will have only the student's first name and last name initial.
 7. Upon action by the Board, the District Testing Coordinator will notify the principal, who in turn will notify the student and parent(s).
 8. Upon action by the Board, the District CAHSEE Coordinator will contact the Registrar's Office that the student's CAHSEE requirement has been met and will update the district CAHSEE data file.
- I. The first page of the waiver request is entitled SPECIFIC WAIVER REQUEST California High School Exit Examination: Waiver of CAHSEE Passage for Students with a Disability.
- Legal Criteria:
1. Authority to Request Waiver of Test Passage for Students with a Disability
 2. Education Code, California Code of Regulations section or portion to be waived.
 3. Desired Outcome/rationale. “Successful passage of the CAHSEE.”

Signatures: (Obtain signatures upon the completion of the CAHSEE Waiver Request Form)

1. CAHSEE District Coordinator
2. Principal
3. Student's Special Education Teacher
4. Student's Academic Counselor
5. Signature of VUSD Board member granting CAHSEE graduation waiver.

II. CERTIFICATION BY STUDENT'S SPECIAL EDUCATION TEACHER

1. Describe the nature of the student's disability as identified on the IEP or Section 504 Plan. Please note if the uniqueness or specificity of the disability would cause the student to be identified. If so, to maintain confidentiality, this information will be deleted before forwarding the request to the VUSD Board of Education.
2. Check whether a modification was used on the ELA test or math test and then describe the modification(s). See the references above for defining a “modification” versus an “accommodation.”
3. Give the rationale for the necessity of the modification(s) used to achieve the equivalent passing score on the CAHSEE.
4. Describe the accommodation(s) and modification(s) the student uses regularly in the classroom and on other assessments.

III. CERTIFICATION BY STUDENT'S ACADEMIC COUNSELOR

1. Summarize the student's academic preparation and performance that demonstrates high school level achievement, including a description of the course work in the subject areas tested by the CAHSEE. This summary may be limited to a description and information regarding course work in the subject area for which the waiver is requested.

CAHSEE WAIVER FLOWCHART

Special Education student's IEP team meets and formalizes appropriate instructional accommodations and/or modifications for the student.



Student takes test with modification in either ELA, Math, or both.



Student score of 350+ in either ELA, Math, or both (test report indicates "T").



Testing and Assessment Office prepares and reviews the waiver packet with the eligible student's HS principal.



Forms	Action	Who's Responsible
Student and Parent Score Report	The student score report	School Site
Specific Waiver Request Packet	Prepare and review procedure, Provide document file and list of eligible students	Testing and Assessment Office
Parent Waiver Request Cover Letter	Letter to Parent	Principal
Parent Waiver Request	Must be completed and given back to principal. Upon receipt of the Parent Waiver Request letter, principal meets with student's academic counselor and special education teacher.	Parent
Certification by Student's Special Education Teacher	Indicates modifications needed to access and participate in statewide testing (IEP)	Special Education Teacher
Certification by Student's Academic Counselor	High school level coursework in a high school curriculum is sufficient to have gained the skills and knowledge otherwise needed to pass the CAHSEE (transcript)	Academic Counselor
Certification by Principal	Certifies modification was necessary, parents requested waiver, and the student has satisfactorily completed or is in the process of completing a HS curriculum	Academic Counselor
Certification by Student's District CAHSEE Coordinator	Documents student attained the equivalent of a passing score upon completing the ELA and/or math sections of the CAHSEE using a modification (Student Score Report)	District CAHSEE Coordinator
VUSD Board of Education Petition for Action	After all forms are completed, this petition is prepared and presented to the VUSD Board of Education. All forms have only the student's first name and last name initial.	Testing and Assessment Office



Testing and Assessment Office notifies principal of Board decision and principal notifies parent.



Board Approval

Testing and Assessment Office contacts the Registrar's office to indicate that the CAHSEE requirement has been met and updates district CAHSEE data file.

Board Denial

Student continues to take CAHSEE.



Vacaville Unified School District
751 School Street Vacaville, California 95688-3945



(date here)

To the Parent/Guardian of _____:

Beginning with the 2005-06 school year, all California public school students, including students with disabilities, are required to pass the California High School Exit Examination (CAHSEE) in order to receive a high school diploma.

This letter is to inform you that your child took the CAHSEE with a modification as prescribed in your child's current IEP or Section 504 Plan and earned the equivalent of a passing score, a scale score of 350 or higher, in English Language Arts and/or in Mathematics.

At your written request, I will submit to the VUSD Board of Education a request for a waiver of the requirement to successfully pass the CAHSEE. The VUSD Board of Education may waive the requirement to successfully pass one or both subject matter parts of the CAHSEE for a pupil with a disability if the principal certifies to the VUSD Board of Education all of the following:

- (1) An individualized education program (IEP) is in place that requires the modification to be provided when the student is taking the High School Exit Examination.
- (2) Sufficient high school level coursework either has satisfactorily been completed or is in progress in a high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the High School Exit Examination.
- (3) An individual score report for the pupil shows that the student has received the equivalent of a passing score on the High School Exit Examination while using a modification that fundamentally alters what the high school examination measures as determined by the SBE (State Board of Education).

If you would like me to petition the VUSD Board of Education to waive the CAHSEE requirement, please complete your section of the attached *CAHSEE Parent Waiver Request Form* and return it to my attention.

For further information about CAHSEE and your child's participation, contact our school office during regular school hours. CAHSEE information is also available on the California Department of Education's web site at www.cde.ca.gov/ta/tg/hs/.

Sincerely,

_____, Principal

High School

Authority to Request Waiver of Test Passage For Students with a Disability

TO: _____, Principal
_____ High School

I request that _____, who was tested with a modification and earned the
(student's name)
equivalent of a passing score (350 or higher) on the **English Language Arts and/or Mathematics** section of
the California High School Exit Examination (CAHSEE), be granted a waiver of this California
graduation requirement.

Name of Parent: _____

Signature of Parent: _____

Date: _____

----- *Parent Completes Above* -----

Signature of Principal: _____

Date Received by Principal: _____

Student Identification Number (CSIS): _____

**Insert
Student and
Parent
Report
Here**

**Vacaville Unified School District
SPECIFIC WAIVER REQUEST
California High School Exit Examination (CAHSEE)**

Waiver of Test Passage for Students with a Disability

1. Send Completed Original to:

Vacaville Unified School District
Assessment Coordinator
751 School Street
Vacaville, CA 95687

2. Keep one copy on file in principal's office at:

_____ High School

Principal:	School:	Principal's e-mail address: _____@vacavilleusd.org
School Address:	City:	State: ZIP CA
		Phone: Fax:

LEGAL CRITERIA

1. Authority for the Waiver: Specific Code Section E.C. 56101
...the waiver is necessary or beneficial to the content and implementation of the pupil's individualized education program.

2. Education Code or California Code of Regulations to be Waived:
Education Code Section 60851(a) provides that "Commencing with the 2003-04 school year and each school year thereafter, each pupil completing grade 12 shall successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school."

3. Desired Outcome/rationale: Waiver of the "successful passage of the CAHSEE," for specific student listed below:

_____ (student name) _____

**District CAHSEE Coordinator must block out all but first letter of student's last name
prior to submission to Board of Education.**

I hereby certify that this student attained the equivalent of a passing score upon completing the English Language Arts and/or the Mathematics sections of the CAHSEE using a modification that has been determined fundamentally to alter what the test measures. (Attach a copy of the student's CAHSEE score report.)

Signature of District CAHSEE Coordinator: _____ Date: _____

I hereby certify that (1) the modification was necessary to allow the student access to the test; (2) the parents of this student requested a waiver of the CAHSEE requirement in English Language Arts and/or in Mathematics; and (3) the student has satisfactorily completed or is in the process of completing a high school curriculum sufficient to have obtained the skills and knowledge otherwise to pass the California High School Exit Examination. (Attach a copy of the Parent Request for a Waiver.)

Signature of Principal: _____ Date: _____

I hereby certify that the information provided on this application is correct and complete.

Signature of Student's Special Education Teacher: _____ Date: _____

I hereby certify that the information provided on this application is correct and complete.

Signature of Student's Academic Counselor: _____ Date: _____

I hereby certify that the above named student has met the criteria to grant the waiver of the CAHSEE graduation requirement.

Signature of VUSD School Board Member: _____ Date: _____

CERTIFICATION BY STUDENT'S SPECIAL EDUCATION TEACHER

CAHSEE Waiver Request: Supporting Documentation

Student's First Name and Last Initial Only

First Name:

Last Name Initial:

1. Describe the nature of the student's disability as identified on the IEP or Section 504 Plan (please note if this will result in overt identification of the student).

2. Modification used on: English Language Arts
Describe modification(s) used on the test.

3. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student.

4. Describe the modifications that the student regularly uses in the classroom and on other assessments.

I certify that the information on this Waiver Request Sheet accurately describes the modifications that this student regularly uses as identified in the IEP or Section 504 Plan. (Attach a copy of the appropriate section of the student's IEP.)

Signature of Student's Special Education Teacher:

Print Name:

Date:

CERTIFICATION BY STUDENT'S ACADEMIC COUNSELOR

CAHSEE Waiver Request: Supporting Documentation

Student's First Name and Last Initial Only

First Name:

Last Name Initial:

1. Summarize the student's academic preparation and performance that demonstrates high school level achievement. This summary should be limited to course descriptions and information in the subject area. (Use additional sheets as needed.)

I certify that the information on this Waiver Request Sheet accurately describes that the student has satisfactorily completed or is in the process of completing a high school curriculum sufficient to have obtained the skills and knowledge otherwise to pass the California High School Exit Examination. (Attach a copy of the student's Academic Record.)

Signature of Student's Academic Counselor:

Print Name:

Date:

Attach the following to this Waiver Request Form:

- The pertinent section of the student's IEP or Section 504 Plan reviewed and approved by the student's IEP team and parent dated prior to the exam, that indicates all of the accommodations and/or modifications that the student needs to access and participate in statewide assessments; and

- A certified transcript showing sufficient high school level coursework (either satisfactorily completed or in progress) in a high school-level curriculum sufficient to have gained the skills and knowledge needed to pass the CAHSEE; and

- A copy of the CAHSEE Student and Parent Report showing "equivalent of a passing score;" and

- A copy of the CAHSEE Parent Waiver Request