# FY20 Prior Approval Request FormHigh School Completion Program Reimbursable Services

**Please complete this form by typing your responses in the indicated fields, then send the completed form and signed student PLP/GEP/GP to** **Miranda.Scott@vermont.gov** **AND** **Sharon.Parker@vermont.gov****. Please be sure to redact the student’s name and any other identifying information from the PLP.**

# PLEASE NOTE:

1. A prior approval request may result in permission for Special Group Enrollment (SGE) in order to **receive reimbursement through the HSCP**. SGE only indicates the provider’s ability to be reimbursed for services and **does not** indicate that the student is being served in sum through the HSCP or has met all eligibility requirements;
2. All prior approval requests must be submitted **prior** to providing services requested for reimbursement; and
3. **SGEs do not signal permission to graduate students**. Any request to graduate students with skills below NRS 5 must be submitted on the separate AOE HSCP Request to Graduate form and submitted within the timeframe indicated.

# Type of prior approval sought (check all that apply):

[ ]  Item #9 – post-secondary course that is not eligible for Dual Enrollment voucher system

[ ]  Item #20 – participation in a private physical education program

[ ]  Item #22 – attend private driver’s education (enrolled student). ***Note:*** *no prior approval required for unenrolled students*

[ ]  Reimbursement request for student with skills below NRS 5

# The following section is to be completed for ALL prior approval requests:

DataWorks ID#:

Student is (check one):

**[ ]** Enrolled in high school

**[ ]** Unenrolled from high school

Partnering high school:

Number of credits earned:

Number of credits or content area focus needed for proficiency, specify credit/proficiency and content area (i.e., 1 English):

Basic Skills Assessments

| **Content Area** | **Date of Assessment** | **NRS Level** | **Scale Score** | **Assessment used (ex., “D” for TABE D)** |
| --- | --- | --- | --- | --- |
| **Reading** |       |   |     |   |
| **Writing** |       |   |     |   |
| **Math** |       |   |     |   |

***Note:*** *Only those students whose assessment demonstrates a minimum of NRS Level 4 in reading, writing and math using the TABE 11/12 D or A form levels may be automatically enrolled in the HSCP special group type identified as Below NRS 5. Special group enrollment for those demonstrating NRS 4 on the TABE 11/12 form level M requires prior approval. For those students who assess lower than NRS 4 and have a compelling extenuating circumstance, a request may be submitted for a specific service reimbursement.*

Reasons for requesting reimbursement for the specific student services, i.e., special circumstances that may include disabilities (be specific):

Proposed activities to be paid for by the HSCP and how they address CCRS and the high school diploma graduation requirements:

Proposed Approved Provider/s with whom you would sub-contract to provide the requested reimbursable services (if applicable):

Date:

Name of staff making request:

Contact Email:

Phone number:

AEL Provider:

**[ ]** Central Vermont Adult Basic Education

**[ ]** Northeast Kingdom Learning Services

**[ ]** The Tutorial Center

**[ ]** Vermont Adult Learning

# The following section is the be completed for a reimbursement request for a student with skills below NRS 5:

What is the plan to address the Below NRS 5 skill area(s)?

Date the student is expected to have attained NRS 5 skills:

# Below are questions frequently asked by the AOE in order to determine eligibility for reimbursement through HSCP. Although this is not an exhaustive list, it is a guide to completing the form above:

*Questions regarding Item #9*

* How does the course fall outside the parameters of the Vermont Dual Enrollment Program?
* What is the course and how does this tie to high school graduation requirements?

*Questions regarding Item #20*

* What are the standards being addressed by this PE course (gym membership)?
* What is the program of study for this PE course?

*Questions regarding Item #22*

* What are the obstacles to this student accessing their PE and/or Driver’s Education course at the partnering school?
* For enrolled students, what are the reasons why this student needs flexibility with their schedule that may be preventing them from accessing these courses at the high school?

*Questions regarding a reimbursement request for student with skills below NRS 5*

* What is the plan and timeline for getting this student to NRS 5 if their goal is to graduate and receive a high school diploma?

[ ]