

# Adult Education and Literacy: Initial Graduation Guidance for Students Assessing Below High School Proficiency on NRS Assessments

## Purpose

This Guidance is for AEL providers and high schools to work together to help students assessing at a minimum of NRS 4 (grade 6-8 equivalency) and who have:

- completed the activities outlined in the signed PLP;
- a target date to graduate this academic year; and
- not been able to progress academically/be progress assessed and failed to demonstrate a minimum of NRS 5 or grade 9-10 equivalency.

## Process Requirements

The process detailed below must be followed:

- AEL providers must send AOE a list of the students who meet the criteria above and include the partnering school for each student.
- AEL providers will submit evidence to partnering school principal, cc superintendent, sharing the last scores for each eligible student and the corresponding Grade Level Equivalency.
- AOE will provide the list of students to the appropriate high school principal and cc the superintendent. The list will be accompanied by guidance detailing required steps/documentation from principal/superintendent when determining that students have met the school's PBGRs.
- AOE will provide a template letter for AEL providers to send to school principals to sign off on permission to graduate and award the school's diploma indicating that they:
  - understand the student's final NRS scores and their grade level equivalency;
  - have alternatively assessed that the student has met the school's critical proficiencies; and
  - have specified how the school determined that the student met their PBGRs and provided/affirmed documentation that supports the determination.
- AOE will provide a template letter for AEL providers to distribute to eligible students and/or parents/guardians (if younger than 18) that explains the NRS levels and grade level equivalency and that the student will lose access to secondary instruction upon receipt of a high school diploma. The student and student's parent/guardian must sign the form.

## Contact Information:

If you have questions about this document or would like additional information, please contact:

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