



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
Governor

September 18, 2015

MEMORANDUM

TO: District Superintendents, Charter School Administrators, Private School Administrators, and State Supported School Administrators

FROM: Hanna Skandera, Secretary of Education *HS*

RE: **Underage Permission Form and Exemption from Compulsory School Attendance for GED and HiSET Testing**

Each year, individuals under 18 years of age apply to take the GED[®] (General Educational Development) Test and, most recently, the High School Equivalency Test (HiSET[®]), as a means of obtaining a high school credential. In keeping with 6.30.3 NMAC, these applicants are required to provide evidence of exemption from the Compulsory School Attendance Law (Section 22-12-2, NMSA 1978) by completing an Underage Permission Hardship Form.

The legal counsel for the Public Education Department (PED) indicates that the Underage Permission Hardship Form (samples enclosed)—required for all 16–17 year old GED[®] examinees—is legal only when signed by a local public school official, as authorized by the local school governing board, administrator of a private school, principal of a state institution, or home school operator. Underage Hardship Forms signed by individuals other than the local superintendent of a New Mexico school district or the appropriate designee(s), a private school administrator, or a principal of a state institution are not acceptable. Please be aware that the minimum age for GED[®] and HiSET[®] testing remains at 16 and has not been changed.

The Underage Hardship Form requests permission for the student to drop out of school and is approved by the superintendent, designee, charter school administrator, private school administrator, or home school operator and indicates that the superintendent's (or authorized designee) signature verifies

- 1) the age and identity of the individual;

- 2) that the individual is not currently enrolled in that institution's high school and/or has not graduated from that institution's high school;
- 3) that a hardship exists; and
- 4) the identity of the parent or legal guardian.

The New Mexico GED[®]/HiSET[®] Testing Program is responsible for annually updating the list of authorized signatures currently on record in order to comply with 6.30.3 NMAC. Please update the approved signature list by completing the enclosed form and returning it by **September 30, 2015** to the New Mexico GED[®]/HiSET[®] Testing Program. Scan the form and email it to dyanne.salazar@state.nm.us.

If you have any questions regarding this request, please contact Dyanne Salazar at 505-476-8441.

HS/lb

Enc. (2): Authorized signatures for the High School Equivalency Underage Permission Hardship Form
Underage Permission Hardship Form—English and Spanish

New Mexico HSE Testing Program
Higher Education Department



Higher Education Department
2044 Suite 4, Galisteo St.
Santa Fe, NM 87505
Phone: (505) 476-8441

**Authorized Signatures for GED Testing
Underage Form**

Public school officials authorized by the local board of education to exempt qualified students from the requirements of the New Mexico compulsory school attendance law for GED Testing purposes during the 2014–2015 school year.

SCHOOL
DISTRICT _____

SUPERINTENDENT (PRINT/TYPE)

SUPERINTENDENT'S
SIGNATURE _____

OTHER AUTHORIZED REPRESENTATIVES:

<u>NAME</u>	<u>TITLE</u>	<u>LOCATION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Scan to email dyanne.salazar@state.nm.us
by **September 30, 2015**
New Mexico HSE Testing Program
Higher Education Department
2044 Suite 4, Galisteo St.
Santa Fe, NM 87505



STATE OF NEW MEXICO High School Equivalency (HSE)—TESTING PROGRAM
 300 Don Gaspar, Santa Fe, NM 87501
 Lisa.Salazar@state.nm.us

Underage Permission/Hardship/Withdrawal Form to Take the HSE Tests

On _____ (date) _____ (student's printed name) seeks permission to take the HSE Tests at: _____ (testing location).

All students under the age of 18 seeking to take the HSE Tests must first obtain parental/guardian consent and then gain permission for withdrawing from the district superintendent or designee of the school of last attendance. Finally, there must be a demonstrated hardship that explains why the student is withdrawing from school.

This form requires a New Mexico-issued student ID number. If the minor student does not have a state-issued student ID number or is home schooled, the student can still be tested. However in this case, this form shall be submitted directly to the NM HSE Testing Office by the testing center where a student ID number will be assigned to the student. If the student is home schooled, the home school operator is responsible for signing this form, which is to include the home school operator's confirmation number. A New Mexico high school equivalency credential and one transcript will be issued to all students who successfully pass the HSE Tests.

All information in this box is required and must be completed by the school district

Date of Birth (from school records): ___/___/___ Gender: M ___ F ___ Ethnicity: _____	Date of Withdrawal from School:
Highest Grade Completed: (circle one) 6 7 8 9 10 11 12 other _____	<input type="checkbox"/> Check here if student is home schooled Home school confirmation number _____
9-digit New Mexico Student ID number (required): _____	<input type="checkbox"/> Check here if NM student ID number is not yet assigned. The testing center must send this form to the state HSE Office for ID # assignment.

The parent/guardian must provide a description of the hardship, explaining why the student cannot remain in high school and wishes instead to obtain a High School Equivalency Credential through HSE testing. School districts may require additional supporting documentation to demonstrate the hardship. (Continue your explanation on back, if necessary.)

Because of the above stated hardship, we agree that the student/minor shall be permitted to take the HSE Tests. Approval is granted once the form is completed, all signatures are obtained, and the form is submitted to the testing center.

Parent/Guardian (signature)

District Superintendent/ Designee/ Home School Operator (Signature)

Parent/Guardian (printed name)

District Superintendent/Designee/ Home School Operator (printed name)

HSE Test Site Manager/Chief Examiner (signature)

Public School District/ Home School

HSE Test Site Manager/Chief Examiner (printed name)



ESTADO DE NUEVO MEXICO
PROGRAMA DE EXAMEN Equivalente a la Preparatoria
 (High School Equivalency (HSE))
 300 Don Gaspar, Santa Fe, NM 87501
 Lisa.Salazar@state.nm.us

Permiso para menores de edad/Injuria/Forma de Retiro de la escuela para tomar los Exámenes Equivalentes a la Preparatoria

En _____ (día) _____ (nombre del estudiante en letra de molde) pide permiso para tomar los exámenes Equivalentes a la Preparatoria en: _____ (lugar del examen).

Todo estudiante que no tenga 18 años y quiera tomar los exámenes Equivalentes a la Preparatoria debe obtener el consentimiento de su padre o tutor legal y también el permiso de retiro de la escuela del superintendente o representante del distrito escolar de la última escuela donde asistió. También debe de demostrarse que hubo una razón o injuria que causó que el estudiante tuviera que dejar la escuela.

Esta forma requiere un número estudiantil de Nuevo México. Si el menor de edad no tiene un número estudiantil del estado o es escolarizado en casa, el estudiante puede tomar el examen. En este caso la forma debe de ser entregada a la oficina de NM (HSA Testing) del centro donde se le asignará un número estudiantil al estudiante. Si el estudiante es escolarizado en casa, la persona encargada de educar al estudiante, el operador es el que debe de firmar esta forma y se debe de incluir el número de confirmación del operador. Una credencial de Nuevo México equivalente a la Preparatoria y una transcripción será entregada a cada estudiante que pase los exámenes Equivalentes de la Preparatoria.

Toda la información en esta caja es requerida y debe ser llenar por el distrito escolar.

Fecha de nacimiento (de los records de la escuela): <u> </u> / <u> </u> / <u> </u> Sexo: M <u> </u> F <u> </u> Etnicidad: _____	Fecha de Retiro de la escuela: _____
El nivel escolar mas reciente completo: (circle one) 6 7 8 9 10 11 12 other _____	<input type="checkbox"/> Marque el cuadro si el estudiante es escolarizado en casa. Número de confirmación del operador _____
Número estudiantil de Nuevo México 9-dígitos (requerido): _____	<input type="checkbox"/> Marque el cuadro si el número estudiantil de Nuevo México todavía no hecho asignado. El centro de examinación debe mandar esta forma a la oficina de HSE del estado para que se le asigne un número estudiantil.

El padre o tutor legal debe de proveer una descripción de la razón o injuria por la cual el estudiante no puede continuar en la preparatoria y el por qué desea obtener la credencial Equivalente a la Preparatoria a través del centro de examinación HSE. El distrito escolar puede requiere documentos adicionales que demuestren la injuria. (Si es necesario, use la parte de atrás para seguir con su explicación.) _____

Basado en la razón e injuria declarada arriba, estamos de acuerdo que al estudiante/menor se le sea permitido tomar los exámenes Equivalente a la Preparatoria (HSE Tests). La aprobación será concedida cuando esta forma sea completada, tenga todas las firmas requeridas, y la forma sea entregada al centro de examinación.

_____ (Firma del padre o tutor legal)	_____ Superintendente del distrito escolar/ El Operador encargado de la escolaridad en casa (Firma)
_____ Padre o tutor legal (en letra de molde)	_____ Superintendente del distrito escolar /El Operador encargado de la escolaridad en casa(nombre en molde)
_____ Gerente del sitio/Examinador Principal (firma) (HSE Test Site Manager/Chief Examiner)	_____ Distrito escolar/ Escolarizado en casa
_____ Gerente del sitio/Examinador Principal (en letra de molde) (HSE Test Site Manager/Chief Examiner)	