

DATE: October 2019

TO: GEDO #2 and s.118.15 Contract High School Staff
Chief Examiners Statewide

FROM: Sherry Holly
Alternative Education & GED/HSED Administrator

SUBJECT: Requesting Age Waivers for GEDO #2/HSED Candidates

Issue:

Wisconsin requires all students to wait until three weeks before their 9th grade class graduates or until they are 18.5 to finish the last test as part of an HSED or GEDO #2 Program. However, some students have strong reasons, justification, or need to finish testing early so age waivers to complete testing early can be requested from the state GED/HSED Administrator but are granted on a very limited basis.

Typical Reasons for Granting Age Waivers:

Age waivers may be granted for the following reasons:

- Enrollment in post-secondary education or job training program
- Enlistment in the military
- Employment
- Family/medical reason

If any questions or concerns arise regarding the feasibility of a particular waiver request, local school staff, parents and/or testing center staff are encouraged to contact the GED/HSED Administrator at sherry.holly@dpi.wi.gov or 608/267-1062 to discuss.

How to Request Age Waivers:

A student seeking an age waiver must write a business appropriate persuasive letter requesting the age waiver. The student should document the following:

- Name, date of birth, and year 9th grade class is/was scheduled to graduate.
- Current status of testing (how many tests passed, scores on the tests, tests remaining to be taken) and program completion (health, civics, career awareness, other district requirements). Students who are completing all 4 GED tests should make the request between tests 3 and 4. Students who are not required to take all 4 tests must submit their request before the last required test.
- Explicit reason and for requesting the age waiver including a description of future plans with documentation such as an acceptance letter from a post-secondary school, enlistment date on military letter head, or a letter from the employer.

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- Since part of any student’s high school program is to write a letter of application, all attempts should be made by the student to use proper business format. The letter should be signed by the student.

The letter written by the student should be forwarded with a supporting letter from the student’s teacher or principal (dependent on local policy to the chief examiner at the test center. For s.118.15 contract students, a supporting letter from the school district is required. The chief examiner will forward the request with his/her comments to the GED/HSED Administrator at DPI. All of these steps may be completed by email.

Age Waivers Not Needed For:

- Students who are over 18.5 years of age.
- Students whose 9th grade class has already graduated regardless of the student’s age.
- Students who completed at least one GED test while incarcerated (county jail, juvenile detention, juvenile correctional facility).
- Students who completed the Challenge Academy but did not earn an HSED.
- Students who are under a s.118.15 contract at a technical college and are 18 may also complete 3 weeks before the end of the semester in which they turn 18 - - PI 5.035(1)(b)2. Wis. Admin. Code.

Additional Questions?

Please work with the chief examiner at the local testing center or contact:

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Thank you for all you do to provide meaningful alternative education to Wisconsin youth!