



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2015-16 CHSPE Requirements for Schools with Grade Eleven and Grade Twelve Students

NUMBER: MEM-6565

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: August 31, 2015

ROUTING
Local District
Administration
Principals
Assistant Principals, SCS
Testing Coordinators

PURPOSE: The purpose of this Memorandum is to inform schools with grade 11 and grade 12 students of their responsibilities pertaining to the California High School Proficiency Examination (CHSPE).

MAJOR CHANGES: The CHSPE test series may change after the March 19, 2016 administration. Please be aware of the following information:

- At that time, examinees who have not yet earned a *Certificate of Proficiency* by May 2016 may need to begin the testing process again in the new test series. Sections and subtests previously passed in the current test series may cease to be valid.
- Examinees who register for the test date of March 19, 2016 may not be allowed to change their test date.

INSTRUCTIONS: The CHSPE is a program established by California Law (Education Code Section 48412). The CHSPE is a voluntary test that consists of two sections: an English-language Arts section and a Mathematics section. Students who meet the criteria to take the test and pass both sections are awarded a Certificate of Proficiency by the California State Board of Education. By state law, this certificate is equivalent to a high school diploma. The test is given in English only.

The CHSPE regulations state that the school principal of each school with either or both grades eleven and twelve is required to distribute this flyer (Attachments A1-2) to each pupil in those grades in sufficient time to enable interested pupils to meet all examination registration requirements for the fall test. See critical dates below for test administration dates and registration deadlines.

A student is eligible to take the CHSPE if the student:

- is 16 years old; *or*
- has been enrolled in grade 10 for one academic year or longer; *or*
- will complete one academic year of enrollment in grade 10 at the end of the semester during which the CHSPE was conducted.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

The CHSPE critical dates for the 2015-16 school year are as follow:

Test Date Saturday Morning	Regular Registration Deadline)	Late Registration Deadline	Emergency Registration Deadline	Results Mailed
Oct. 17, 2015	Sept. 18, 2015	Oct. 2, 2015	Oct. 13, 2015	Nov. 20, 2015
Mar. 19, 2016	Feb. 19, 2016	Mar. 4, 2016	Mar. 15, 2016	Apr. 22, 2016

Students who receive a *Certificate of Proficiency* may, with verified parental approval, be exempt from compulsory school attendance. The parent/guardian **must sign the Parent Authorization for Exemption to Compulsory School Attendance** form (Attachment B). A school administrator must personally confirm the authenticity of the information on the form and the parent/guardian signature. The student and parent/guardian should recognize that the *Certificate of Proficiency* is not the same as completing all coursework required for regular graduation from high school. Students planning to attend a college or university should contact the institution's admissions office to verify entrance requirements.

Schools will receive CHSPE results after each administration by the dates indicated above. The individual school report lists students who passed the CHSPE during each administration and indicates on the CHSPE registration form that they were enrolled in your school. Students who passed the CHSPE, but did not indicate the school they were attending are not listed. Each passing student receives a uniquely numbered *Certificate of Proficiency* issued by the California State Board of Education.

**RELATED
RESOURCES**

If you have further questions regarding CHSPE, please contact the CHSPE office at the Sacramento County Office of Education (SCOE) at (866) 342-4773. Due to privacy laws, no CHSPE results are provided over the phone.

Additional information about the CHSPE is located on the Web at <http://www.chspe.net>.

ASSISTANCE:

For assistance or further information, please contact the Student Testing Branch at (213) 241-4104.



California High School Proficiency Exam 2015-16 FLYER FOR STUDENTS IN GRADES 11 AND 12

What is the CHSPE?

The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. The CHSPE consists of two test sections: mathematics and English-language arts (ELA). The ELA section has two subtests (reading and language). Eligible persons who pass both parts of the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. The test is given in English only.

Who is eligible to take the CHSPE?

You may take the CHSPE *only if* on the test date, you:

- are at least 16 years old, **or**
- have been enrolled in the tenth grade for one academic year or longer, **or**
- will complete one academic year of enrollment in the tenth grade at the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administrations each school year.)

When is the CHSPE offered?

The administration dates for the 2015–16 school year are as follows:

Test Date Saturday Morning	Regular Registration Deadline (Receipt Date)	Late Registration Deadline (Receipt Date)	Emergency Registration Deadline (Receipt Date)	Results Mailed
Oct. 17, 2015	Sept. 18, 2015	Oct. 2, 2015	Oct. 13, 2015	Nov. 20, 2015
Mar. 19, 2016	Feb. 19, 2016	Mar. 4, 2016	Mar. 15, 2016	Apr. 22, 2016

There is at least one test administration center in most California counties; some counties have more than one test administration center. A list of the counties and test centers may be found on the Internet at www.chspe.net/about/locations or in the CHSPE Information Bulletin also available on this Web site.

Certificate of Proficiency

California law requires that the Certificate of Proficiency be equivalent to a high school diploma. Institutions that are subject to California law and that require a high school diploma must accept a Certificate of Proficiency. A student who receives a Certificate of Proficiency may, with verified parental approval, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. Speak to your school counselor to understand the benefits of the Certificate of Proficiency. This certificate meets the federal financial aid requirement of a high school diploma or equivalent. If you are planning to continue your studies in a college or university, contact the admissions office so that you may understand its requirements and whether or not the CHSPE certificate will be accepted.

For more information: Additional information about the CHSPE is located on the Web at www.chspe.net or by phoning 866-342-4773.



Examen de Suficiencia de la Escuela Preparatoria de California 2015-16 Volante Informativo Para Los Estudiantes de 11 y 12

¿Qué es el CHSPE?

El Examen de suficiencia de la escuela preparatoria de California (*California High School Proficiency Exam*, conocido en inglés como CHSPE) es un examen que se toma voluntariamente y que evalúa el nivel de los conocimientos y habilidades básicos en lectura, escritura y matemáticas que se enseñan en las escuelas públicas de California. El CHSPE se compone de dos secciones de la prueba: Matemáticas e Inglés-artes del lenguaje (ELA). La sección de ELA tiene dos subtests (de lectura y lenguaje). A las personas elegibles que aprueben ambas partes del CHSPE se les otorga un Certificado de suficiencia preparatoria (*Certificate of Proficiency*) por la Mesa Directiva Estatal de la Educación (conocida en inglés como SBE). El examen se administra solamente en inglés.

¿Quién es elegible para tomar el CHSPE?

Únicamente puedes tomar el CHSPE si en la fecha del examen, tú:

- Tienes por lo menos 16 años de edad, o
- Has estado matriculado en el décimo grado por un año académico o más, o
- Completarás un año de matriculación en el décimo grado al fin del semestre durante cual la administración regular del CHSPE será conducida. (Administraciones regulares del CHSPE toman lugar en el otoño y en la primavera de cada año.)

¿Cuándo se administra el CHSPE?

Las fechas de administración para el año escolar 2015-16 son las siguientes:

Fecha de examen sábados por la mañana	Cierre de plazo regular (fecha de recepción de la solicitud)	Cierre de plazo ampliado (fecha de recepción de la solicitud)	Cierre de plazo extraordinario (fecha de recepción de la solicitud)	Fecha en que se remiten los resultados
17 de octubre de 2015	18 de septiembre de 2015	2 de octubre de 2015	13 de octubre de 2015	20 de noviembre de 2015
19 de marzo de 2016	19 de febrero de 2016	4 de marzo de 2016	15 de marzo de 2016	22 de abril de 2016

Hay por lo menos un centro de administración en la mayoría de los condados en California; algunos condados tienen más de un centro de administración. Una lista de los condados y los centros de administración del examen puede ser encontrada en inglés en el sitio Web en www.chspe.net/about/locations o en el Boletín Informativo (*Information Bulletin*) del CHSPE también localizado en este mismo sitio Web.

Certificado de Suficiencia Preparatoria

La ley de California requiere que el Certificado de suficiencia preparatoria sea equivalente a un diploma de preparatoria (*high school*). Las instituciones que están sujetas a la ley de California y que requieren un diploma de preparatoria tienen que aceptar un Certificado de suficiencia de preparatoria. Un estudiante que reciba un Certificado de suficiencia preparatoria puede, con permiso verificado de los padres de familia o tutores, dejar la preparatoria. Sin embargo, el Certificado de suficiencia preparatoria no es equivalente a la terminación de todas las asignaturas requeridas para la graduación regular de la preparatoria. Habla con tú consejero escolar para que puedas entender los beneficios del Certificado de suficiencia preparatoria. Este certificado cumple con el requisito federal de ayuda financiera de un diploma de escuela secundaria o su equivalente. Si estás haciendo planes para continuar tus estudios en una universidad, ponte en contacto con la oficina de admisiones para que puedas entender los requisitos de ingreso y si aceptan el Certificado de suficiencia preparatoria del CHSPE.

Para más información: Información adicional sobre el CHSPE está disponible en inglés en el sitio Web en www.chspe.net o llamando al 866-342-4773.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT B

Parent Authorization for Exemption to Compulsory School Attendance

The student listed on this form passed the California High School Proficiency Examination (CHSPE) and received a *Certificate of Proficiency* from the California State Board of Education. According to California Education Code, Section 48410(3), all persons 16 years of age or older and under 18 years of age who have successfully demonstrated proficiency equal to or greater than standards established by the State Department of Education, and who have verified approval submitted by their parent or guardian, shall be exempt from compulsory education attendance. Schools are required to maintain in the student's cumulative records a signed copy of this form.

STUDENT

Full Name: _____

School: _____ LAUSD Student ID #: _____

SSID#: _____ DOB: _____ Gender: _____

Date of Issuance of *Certificate of Proficiency*: _____

PARENTS/LEGAL GUARDIAN(S)

Name: _____

Address: _____

Home Phone Number: _____ Work Phone Number: _____

I hereby declare under penalty of perjury under the laws of the State of California that I am the natural parent or adoptive parent or guardian with legal custody of this pupil and have the legal right to determine the minor student to be exempt from compulsory school attendance.

Parent/Guardian Signature: _____ Date: _____

SCHOOL ADMINISTRATOR

I confirmed the authenticity of the information on the form and the parent/guardian signature.

Print name: _____ Position: _____

Signature: _____ Date: _____