

TABE/GED Referral Procedures

The following process supersedes all previous guidelines regarding the TABE and subsequent enrollment into the GED Program:

1. Students must be 16 years of age or older and must have completed a minimum of ten (10) consecutive days of attendance at a PCSSD school prior to being referred for TABE testing.
2. The school counselor will complete Section I of the TABE Admission Form. *(A fill-in form is available online.)*
3. After the parent/guardian has completed and signed Section II of the TABE Admission Form, the counselor will fax the form to 490-5757, Attn: Kay Skolasky, the Adult Education Instructor at the PCSSD Learning Academy, and give a copy to the student or parent/guardian. *(On the day of testing, students must bring their copy of this form signed by both the school counselor and their parent/guardian along with their valid ID.)*
4. After assigning a test date for the student, Mrs. Skolasky will notify the parent/guardian.
5. Test results will be forwarded to the school counselor approximately five (5) working days after the test has been administered. ***(Students should continue attending their regular school until otherwise notified.)***
6. Upon receipt of the test results, the school counselor will schedule a conference with the parent/guardian and the student to relay test scores and discuss the student's options.
7. Students scoring 8.5 or above on the A Level TABE may enroll in the Out-of-School GED Program through the Adult Education Center *(see page 2 for instructions*)*. These GED classes will be held at the PCSSD Learning Academy, but the parent/guardian and student must go to the PCSSD Adult Education Center in Rose City after withdrawing from the regular school to complete the enrollment process into the program.
8. Students scoring below 8.5 on the A Level TABE may apply for placement into the In-School GED Program through the PCSSD Learning Academy *(see page 2 for instructions**)* or continue attending their regular school. *(The maximum capacity for GED Classes at the PCSSD Learning Academy is fifteen (15) students.)*
9. Students must wait three (3) months before retaking the TABE. Students may only take the TABE up to three (3) times in a calendar year.

*** Enrollment Procedures for the Out-of-School GED Program (TABE score must be 8.5 or above on the A Level TABE):**

1. Parent and student must go to the registrar at the school and withdraw.
2. The school counselor will provide the following documents to the registrar to be faxed to the Adult Education Center at 945-6088:
 - a. TABE Admission Form
 - b. TABE Test Results Form
 - c. TABE Conference Decision Form
 - d. School Withdrawal Form
3. Parent/Guardian will have five (5) days to contact the Adult Education Center and begin the enrollment process or student must re-enroll in school until age 18.
4. Please note the following:
 - a. Transportation is not provided to those students enrolled in the GED Program.
 - b. Students must maintain twenty (20) attendance hours per week and cannot have more than one (1) unexcused absence.
 - c. Students must also abide by the conduct described in the district handbook while attending GED classes at the PCSSD Learning Academy.
 - d. Failure to comply with these conditions will result in the student's removal from the program and reassignment to their regular school.
 - e. Noncompliant students will not be allowed to attend GED classes or test at the center until they are 18 years of age.

**** Application Procedures for the In-School GED Program (TABE score must be below 8.5 on the A Level TABE):**

1. Counselor will complete the PCSSD Learning Academy Referral Form and follow the standard procedures for referring students to the Academy.
2. The following documentation should be faxed to Pupil Services at 490-1352:
 - a. PCSSD Learning Academy Referral Form (*available online*)
 - b. TABE Admission Form (*parent signature required*)
 - c. TABE Test Results Form
 - d. TABE Conference Decision Form
 - e. Attendance Record
 - f. Transcript
 - g. Discipline Report
 - h. WAC Reports
3. A District Committee will determine eligibility for placement into the program. (***During the interim, students should continue attending their regular school.***)
4. Students enrolled in the In-School GED Program must score higher than 10.9 on the A Level TABE in order to advance into the Out-of-School GED Program through the Adult Education Center at the PCSSD Learning Academy.