INSTRUCTION

Individual Student Alternative Education Plan (ISAEP) Program

I. As provided in Section 22.1-254(E) of the Virginia Code, the purpose of an Individual Student Alternative Education (ISAEP) program is to provide individualized educational services for students 16 years of age and older, who meet certain requirements for participation in the program as established by the Virginia Code and the Virginia Board of Education. Only those school divisions that have approved ISAEP programs may authorize enrolled students between 16 and 18 years of age to take the Tests of General Educational Development (GED®).

The Prince William County Public Schools (PWCS) ISAEP program is held in the evening at designated locations, which are announced in August prior to the beginning of the school year. Students must be enrolled in a local high school and should attend the base school until they begin the GED® program.

II. Enrollment Procedure

A. Beginning the first day of the regular school year, students may register for the GED® program through the base school Counseling Office.

B. Students may self-refer or be referred by an Office of Student Management and Alternative Programs (OSMAP) hearing officer, a school administrator, or the Counseling Office. The student/parent and school official must complete the GED® registration form. Additionally, the principal/designee, parent, student, special education teacher (if applicable), and the counseling director must complete the disclosure form that outlines the program expectations (see attached). The school administrator or designee must sign the form indicating his/her approval for the student to attend the program.

C. Schools should forward the registration form to the OSMAP Office, to the attention of the GED® program.

D. Upon receipt of the registration form, the GED® coordinator will contact the student and parent via telephone, U.S. mail, or email to inform them of the scheduled date and time for the placement test.

E. Students who apply to the program will be pre-tested using a reading assessment and a computer-based diagnostic program to assess their educational levels and deficiencies. Students must first score a minimum of a ninth-grade reading level on a reading assessment in order to take the pre-test. Students who meet the minimum reading level requirements will then create a MYGED® account and complete the
official state practice test, GED Ready®. Students who score a minimum of 125 on each section of the GED Ready® will qualify for the program.

After the pre-test, students will begin the state-of-the-art, computer-assisted instruction specifically designed for GED® education. Through MYGED®, students will be given an individualized score report that will highlight objectives in each subject area in which students will require instruction. The program will then track the students’ progress through all of their sessions.

F. The parent, student, and GED® counselor will create an ISAEP that includes career guidance counseling, mandatory enrollment in a GED® testing program, counseling on the economic impact of failing to complete high school, and provisions for re-enrollment in school.

G. Students in the ISAEP must successfully complete the course in Economics and Personal Finance. Additionally, students must be enrolled in a Career and Technical Education course that leads toward an industry certification or workplace readiness skills assessment. Both courses are offered in the class.

H. A student for whom an ISAEP has been granted who fails to comply with the ISAEP guidelines will be deemed in violation of the compulsory school attendance requirements. If in violation, the student will be referred to the base school attendance officer.

I. Attendance will be monitored each night. The base schools and the attendance officers will receive a monthly attendance listing.

J. Students with an ISAEP will be counted in the Average Daily Membership (ADM) of the School Division.

III. Students with Disabilities

A. When a student with disabilities is being considered for the GED® program, it is an IEP Committee decision.

B. The enrollment procedure listed in II.E. of this regulation applies to students with disabilities.

C. If the student successfully completes the pre-test and if the IEP Committee agrees that the GED® program is appropriate for the student, an IEP addendum is developed which includes testing accommodations, if applicable. A case manager at the base school will monitor the student’s participation in the GED® program.
IV. **Funding**

A. While there is no tuition cost to the student, participants will pay for the GED® Test in accordance with the current established cost.

B. The purchase of the GED® textbook is optional; however, it is strongly encouraged that students obtain the textbook.

C. Once students are enrolled in the GED® program they are not considered dropouts; therefore, the schools will reallocate budget at the rate indicated in the current budget manual. This is a standard rate for students participating in non-traditional education programs. The OSMAP Office will initiate a budget request starting the first day of the month that the student attends class and at the beginning of every month thereafter for all students enrolled in the program.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2019.
Disclosure of ISAEP Component Form

Name of student: ___________________________________________ Date: ____________________

Members of meeting present:
______________________________________________________________Principal/Designee*
______________________________________________________________Student*
______________________________________________________________Parent/Guardian*
______________________________________________________________Special Education Teacher
______________________________________________________________Guidance Director
______________________________________________________________Other

*Required to attend initial ISAEP meeting.

The following is a list of options for satisfying the Virginia compulsory attendance requirement.

STUDENT OPTIONS:

- Attend a regular school program
- Attend a non-traditional education program
- Complete the Individual Student Alternative Education Program (GED®)

REQUIREMENTS FOR ENTERING THE ISAEP ARE AS follows:

- Be at least 16 years of age
- Read at the 7.5 grade level or equivalent
- Complete a GED® pre-test and score a minimum of 410 on each of the five subtests
- Receive a vocational assessment
- Receive career counseling on the impact of not completing high school
- Be gainfully employed with a minimum of 15 hours/week (must be confirmed by base school before sending forms)

REQUIREMENTS FOR EXITING THE ISAEP ARE AS follows:

- Successful completion of all requirements of the ISAEP that includes passing the GED® Test and the Vocational Education component
- Re-enrolling in the regular high school program
- Discontinued involvement with the ISAEP process. (This will result in notifying the attendance officers if the student is under the age of 18)