



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Academic Achievement**

SUBJECT: **California High School Proficiency Examination (CHSPE)**

A. PURPOSE AND SCOPE

1. To provide information to sites regarding the California High School Proficiency Examination (CHSPE) and guidance for acceptance of the state-issued Certificate of Proficiency.
2. **Related Procedures:**
Exemptions from Compulsory Full-Time and Continuation Education 6185

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-7000, F-7030, F-7800, F-7810, F-8400; California Education Code §48410, 48412, and 48414; California Code of Regulations, Title 5, §11520-11523

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the High School Resources Office.
2. **California High School Proficiency Examination (CHSPE).** Education Code §48412 permits any student to have his or her proficiency in basic skills taught in public high schools verified according to criteria established by the California Department of Education (CDE) if the student:
 - a. Is 16 years of age or older, *or*
 - b. Has been enrolled in the 10th grade for one academic year or longer, *or*
 - c. Will complete one academic year of enrollment in the 10th grade at the end of the semester during which the next regular examination will be conducted.
3. **Offering of Exams.** The CDE holds regular examinations once in the fall semester and once in the spring of every academic year on a date that enables notification of examinees and the schools they attend, if any, of the results not later than two weeks prior to the date on which that semester ends.
 - a. In addition to regular examinations, the CDE may conduct examinations once during each summer recess and at any other time that the State Superintendent deems necessary to accommodate eligible students whose religious convictions or physical disabilities prevent their attending one of the regular examinations. (Education Code §48412[b])
 - b. Examination schedules are available on the California Department of Education website at <http://www.cde.ca.gov/ta/tg/sp/chspeadmin.asp>.
4. **Exam Fee.** The CDE may charge a fee for each examination application in an amount sufficient to recover the costs of administering the requirements of this section. (Education Code §48412[c]) It is the student's responsibility to pay any state-required fee(s).

5. **Certificate of Proficiency.** The State Board of Education shall award a Certificate of Proficiency to students who demonstrate proficiency via the CHSPE. The Certificate of Proficiency is equivalent to a high school diploma. (Education Code §48412[a])
6. **Exemption from Compulsory Attendance.** A student who has successfully demonstrated proficiency via the CHSPE, and has the verified approval of his/her parent/guardian, is exempted from compulsory attendance. (Education Code §48410[e]) (See Administrative Procedure 6185)
7. **Right to Reenroll.** A student who is 16 or 17 years of age, who is exempt from compulsory education through passing the CHSPE and obtaining a state-issued Certificate of Proficiency, and has terminated his/her enrollment in the district, may be permitted to reenroll in the district, without prejudice. If the student subsequently again terminates enrollment on the basis of such an exemption, the district may deny him/her reenrollment until the beginning of the next semester. (Education Code §48414)
8. **Enrollment in Community College.**
 - a. Students who have passed the CHSPE and have separated from the district may enroll in community college on the same basis as students who have graduated from high school in the usual manner. It is the student's responsibility to apply to the community college and make all enrollment arrangements.
 - b. Students who have passed the CHSPE and remain enrolled in the district may participate in community college classes in accordance with the provisions of Administrative Procedure 4322.

D. IMPLEMENTATION

1. **Principal or designee.**
 - a. Disseminates information on CHSPE to appropriate staff (i.e., school counselors, registrars).
 - b. Provides information on CHSPE to each student in Grades 11 or 12 in sufficient time to enable interested students to meet all examination registration requirements for the fall CHSPE. (CCR, Title 5, §11523)
 - c. Ensures that the date of a student's passing of CHSPE and receipt of state-issued Certificate of Proficiency is entered on student's transcript. (CCR, Title 5, §11521)
 - d. Sends completed Exemption Form to Counseling & Guidance. (See Administrative Procedure 6185)
 - e. If requested by parent/guardian via Exemption Form, drops student from district enrollment using Leave Code 330 (Passed California High School Proficiency Exam). (See Administrative Procedure 6185)

E. FORMS AND AUXILIARY REFERENCES

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1. CHSPE Program Information, available on the CDE website at <http://www.cde.ca.gov/ta/tg/sp/chspeadmin.asp>
 2. State-issued Certificate of Proficiency
 3. Exemption Form (Administrative Procedure 6185)
 4. CHSPE Options Chart (Attachment 1)

F. REPORTS AND RECORDS

1. Student transcript

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff