

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR WAIVER OF CAHSEE PASSAGE FOR STUDENTS WITH A DISABILITY

WHICH STUDENTS ARE ELIGIBLE FOR THE CAHSEE WAIVER?

Please refer to Administrative Procedure 4850. This waiver is ONLY required for students who:

- (1) Took one or both portions of the CAHSEE with a **modification(s)**; AND,
- (2) Attained the “equivalent of a passing score” (350 or more points) on the CAHSEE.

NOTE: Students who used **accommodations** on the CAHSEE **DO NOT** need to be included in this waiver request. Accommodations are those listed in Title 5 of the California Code of Regulations, Section 1217, subsections (a) and (b), and those that have been approved by the Department of Education. Cases in which students took the CAHSEE with **modifications**, the CAHSEE Student and Parent Report (score sheet) would state “Not Valid.”

For more information on accommodations and/or modifications, see the Standards and Assessment web page at: www.cde.ca.gov/statetests/cahsee/accomandmods.pdf

WHO MAKES THE WAIVER REQUEST?

If a student takes the CAHSEE with a modification and receives the equivalent of a passing score, the parent/guardian may request that the requirement to successfully pass one or both portions of the CAHSEE be waived. The principal submits a waiver request to the Board of Education via the Testing Unit for approval.

HOW ARE THE WAIVER REQUEST FORMS COMPLETED?

The principal completes the waiver request forms and submits supporting documentation as follows:

- I. The first page of the waiver request is entitled **WAIVER REQUEST California High School Exit Examination: Waiver of CAHSEE Passage for Students with a Disability**. The principal should complete this form as follows:

- A. **Identification Information**

School Name - Any school may request this waiver on behalf of any eligible student.

Principal and Contact Name - List the name of the principal and the person who is most knowledgeable about this waiver request, which may be the person completing the form.

E-Mail Address, Phone Number, and Fax Number - Complete e-mail address, phone number (include extension number, please) and the fax number of the principal or contact person.

- B. **Legal Criteria**

1. **Authority for the Waiver.** This information has been filled out already.
2. **Education Code, California Code of Regulations section or portion to be waived.** This information has been filled out already.
3. **Desired Outcome/rationale.** “Successful passage of the CAHSEE.” List the student by first name and last name initial only. Attach additional list(s) if necessary.
4. **Principal certification:** the principal is to certify the accuracy of the information, sign where indicated, and date the request application.

II. For **EACH OF THE STUDENTS** listed in Section 3 of the **WAIVER REQUEST** form, the principal must complete the following:

A. **CAHSEE Waiver Cover Sheet: Information on the Specific Student with a Disability**

Individual Student Information:

*Fill in the student's first name, and last name. For tracking purposes and to maintain confidentiality, the Testing Unit will provide only the last name initial to the Board of Education Office and assign a number to each student.

1. Describe the nature of the student's disability as identified on the IEP or Section 504 Plan. Please note if the uniqueness or specificity of the disability would cause the student to be identified. If so, to maintain confidentiality, this information will be deleted before processing the request to the Board of Education.
2. Check whether a modification was used on the ELA test or Math test or both and then describe the modifications used on either (or both) portions of the CAHSEE. See the references above for defining a "modification versus an accommodation."
3. Give the rationale as to why the modification(s) used to achieve the equivalent passing score on the CAHSEE was necessary to allow the student to access the exam.
4. Give a description of the accommodation(s) and modification(s) the student uses regularly in the classroom and on other assessments.
5. Summarize the student's academic preparation and performance that demonstrates high school level achievement, including a description of the course work, in the subject areas tested by the CAHSEE. This summary may be limited to a description and information regarding course work in the subject area for which the waiver is requested (i.e., English language/arts or Mathematics).

*Sign the form to certify that the student has achieved the equivalent of a passing score (350 or more points) using the modifications described in the form.

B. **For each student, attach the following to the Cover Sheet: Information on Specific Student with a Disability:**

1. The IEP or Section 504 Plan (PLEASE WHITE OUT STUDENT AND PARENT LAST NAME - Include First Name and Last Name Initial Only) reviewed and approved by the student's IEP team and parent dated prior to the exam that indicates all of the accommodations and/or modifications that the student needs to access and participate in statewide assessments.
2. A certified transcript (PLEASE WHITE OUT THE STUDENT'S LAST NAME - Include First Name and Last Name Initial Only) showing sufficient high school level course work (either satisfactorily completed or in progress) in a high-school level curriculum sufficient to have gained the skills and knowledge otherwise needed to pass the CAHSEE; and
3. A copy of the CAHSEE Student and Parent report (score sheet) (PLEASE WHITE OUT STUDENT'S LAST NAME) showing the "equivalent of a passing score" (350 points or higher).