

\*This is the only variance form acceptable to NYSED, please delete and discontinue the use of forms prior to 2020

## Form B

New York State Education Department  
Student Support Services  
Room 318M Education Building  
Albany, NY 12234

### Application For Variance Of Admission Requirements Alternative High School Equivalency Preparation Program (AHSEP)

SECTION I: Agency Information			
Name of School/District Currently Enrolled:		On day register: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address:		City	State      Zip Code:
Contact Person's Name and email address:		Telephone Number:	
Student Name (please print):	Date of Birth:	Age:	Current Grade Designation:
Name of District/BOCES/Agency Operating AHSEP Program:		Home District Compulsory Age <input type="checkbox"/> 16      or <input type="checkbox"/> 17	

*\* Student must complete the school year in which they reach the compulsory age of education to be eligible for the AHSEP. A variance is not needed for students 18 years of age or older. This school year is from July 1, 2020 – June 30, 2021.*

**SECTION II:** Please complete for student who has been enrolled in grades 9-12 for one year or more. \*Please calculate manually.

- A. Enter number of credits required for graduation \_\_\_\_\_
- B. Multiply the number in "A" is by .125 \_\_\_\_\_
- C. Enter the number of complete years student has been in 9-12 \_\_\_\_\_
- D. B x C results are calculated here \_\_\_\_\_
- E. Enter the total number of credits earned by the student \_\_\_\_\_
- F. Subtract D from E (+, - or 0) \_\_\_\_\_

*If the number on line II F is negative or zero, the student meets AHSEP admission requirements and no variance is required.  
If the number is positive, complete the rest of this form and submit it for approval.*

**SECTION III:**

Does the student possess reading skills of at least a 9<sup>th</sup> grade level?

A.  Yes  No

Does the student possess math skills of at least a 9<sup>th</sup> grade level?

B.  Yes  No

If no is selected for either A and/or B, students shall not begin instruction that is specifically designed for the alternative testing preparation unless/until they can perform math and reading at a 9.0 grade level as determined by a standardized achievement test; students who are not performing at the 9.0 grade level shall first receive an intensive remedial instructional program.

C.  Yes  No Have academic intervention services been provided? If yes, please describe.

D.  Yes  No Have options for programs leading to a local high school diploma been explained to the student and the person in parental relation?

E. Indicate below why the variance is requested. Include any extenuating circumstances that have contributed to the student's lack of academic progress and explain why this is the best educational option for the student.

F.  Yes  No Has the student taken and passed any Regents Examinations?

If yes, you must submit a copy of the R Application in order for the variance to be approved. The attachment and instructions can be found at: <http://www.acces.nysed.gov/hse/r-application>.

I hereby request a variance to the eligibility requirements for this student for admission into the AHSEP program for the reasons indicated above.

\_\_\_\_\_  
Original Signature of Superintendent or Chief Administrative Officer

\_\_\_\_\_  
Date

Although I agree with this request, I understand that my son or daughter may return to school at any time before he or she becomes 21 years of age to pursue a local school diploma.

\_\_\_\_\_  
Original Signature of Parental Relation

\_\_\_\_\_  
Date

I wish to enroll in the AHSEP to prepare for completion of the Test Assessing Secondary Completion (TASC); I understand that if I am not performing math and reading at the 9.0 grade level, I will not receive instruction specifically designed for alternative testing preparation but will rather be referred to an intensive remedial instructional program.

\_\_\_\_\_  
Original Signature of Student

\_\_\_\_\_  
Date

Approved by:	Date: