

SAN DIEGO CITY SCHOOLS

Date: September 23, 2005

To: Senior High School Principals

Subject: WAIVER OF CALIFORNIA HIGH SCHOOL EXIT EXAMINATION
TEST PASSAGE FOR SPECIFIC SPECIAL EDUCATION STUDENTS

**Department and/or
Persons Concerned:** Principals, Vice Principals, CAHSEE Site Test Coordinators and
Head Counselors

Due Date: November 12, 2005

Reference: Administrative Procedure 4850

Action Requested: Complete *CAHSEE Waiver Cover Sheet: Information on the Specific
Students with a Disability* for eligible students as appropriate

Brief Explanation:

This circular provides information regarding principal request for waiver of graduation requirement for specific special education students.

A. Background

Commencing with the class of 2006 (current 12th grade students), passing the California High School Exit Examination (CAHSEE) is a requirement for receipt of a diploma from high school. Section 1217 of Title 5 of the California Code of Regulations lists the accommodations that may be used in the administration of the CAHSEE and the law requires that students be given the CAHSEE with accommodations that are appropriate and necessary.

However, the State Board of Education (SBE) has determined that certain modifications that fundamentally alter what the test seeks to measure are not permitted. There is also recognition that some students have specific disabilities that affect their ability to learn to read, but who otherwise are able to progress through high school level standards with the use of a reader or with oral or audio presentations. Furthermore, there are students whose disabilities affect their ability to write, but who otherwise are able to master high school level writing standards by using a transcriber, mechanical or electronic transcribing devices and/or spell check devices/software. Likewise, there are students whose disabilities affect their ability to do basic computation and yet they otherwise are able to master high school level mathematics standards with the use of a calculator.

In these specific cases, the principal, at the request of the parent or guardian, may request a waiver under the authority of Education Code Section 60851(c), from the local Board of Education of "successful passage of the CAHSEE," for those students who can show evidence of having completed and/or being successful in sufficient high school level coursework to complete a high school curriculum of sufficient rigor to have gained the skills and knowledge

otherwise needed to pass the CAHSEE, and have also attained the equivalent of a passing score upon completing either the English/language arts and/or mathematics sections of the CAHSEE test using modifications not allowed by the SBE.

B. Waiver Request Procedure

Under separate cover you will receive a roster containing the names of students at your site that are eligible for this waiver but for whom such a waiver has not been submitted to date. It will be necessary for you to obtain permission from the parent or guardian, for each student currently enrolled at your school who has been identified on this roster to request such a waiver. The enclosed sample letter (Attachment 1) has been mailed to each parent or guardian for these students.

When you receive the completed *Parental Request of Waiver Form - CAHSEE*, complete the enclosed *CAHSEE Waiver Cover Sheet* (Attachment 2) per the *Instructions for Completing the Request for Waiver of CAHSEE Passage for Students with a Disability* (Attachment 3) for each student at your school who has been identified as meeting the legal requirements necessary for a waiver of the requirement of "successful passage of the CAHSEE." Specifically, for each *CAHSEE Waiver Cover Sheet* enclosed, please complete the following sections of each form:

- School Name, Student's Last Name, and Student's First Name at top of form
- Section 1, "Describe the nature of the student's disability as identified on the IEP or Section 504 Plan."
- Section 2, "Modification Used"
- Section 3, "List 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 test."
- Section 4, "Give a description of the accommodations/modifications that the student regularly uses in the classroom and on other assessments."
- Section 5, "Summarize the student's academic preparation and performance that demonstrates high school level achievement. This summary should be limited to course descriptions and information in the subject area(s) of ELA and/or Math, depending on the waiver being requested for the student."
- Sign and date the certification at the bottom of the form.

For each student, include the following with the *CAHSEE Waiver Cover Sheet: Information on the Specific Student with a Disability*:

- 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.

- 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.
- 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).

When you have completed the *CAHSEE Waiver Cover Sheet: Information on the Specific Student with a Disability* (Attachment 2) for each student, complete the attached *Waiver Request California High School Exit Examination (CAHSEE): Waiver of Test Passage for Students With a Disability* (Attachment 4) for your school using the *Instructions for Completing the Request for Waiver of CAHSEE Passage for Students with a Disability* (Attachment 3).

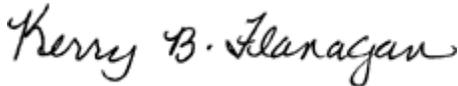
C. Returning the Waiver Request to the Testing Unit

Return the completed *Waiver Request California High School Exit Examination (CAHSEE): Waiver of Test Passage for Students With a Disability* (Attachment 4) and the completed *CAHSEE Waiver Cover Sheet: Information on the Specific Student with a Disability* (Attachment 2), IEP or 504 Plan, certified transcript, and copy of the *CAHSEE Student and Parent Report* for each student to **Agnes Zufelt, Annex 3, Eugene Brucker Education Center**.

All of the forms contained in this circular can be found in Administrative Procedure 4850 on the district's website at: <http://sandi.net/procedures>. If you have any questions regarding information in this circular, contact Agnes Zufelt at (619) 725-7061 or azufelt@sandi.net, Nick Bohl at (619) 725-7068 or nbohl@sandi.net, or Bob Raines, the district CAHSEE coordinator, at (619) 725-7058 or braines@sandi.net.

Robert Raines
Program Manager
Testing Unit

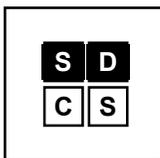
APPROVED:



Kerry Flanagan
Chief of Staff

Attachments (4)

Distribution: Lists B, E, and F



SAN DIEGO CITY SCHOOLS

EUGENE BRUCKER EDUCATION CENTER
4100 Normal Street, San Diego, CA 92103-2682

(619) 725-7065
Fax: (619) 725-7070

OFFICE OF THE SUPERINTENDENT
TESTING UNIT

October 2005

Dear Parent/Guardian:

Commencing with the class of 2006 (current 12th grade students), passing the California High School Exit Examination (CAHSEE) is a requirement for receipt of a diploma from high school. Section 1217 of Title 5 of the California Code of Regulations lists the accommodations that may be used in the administration of the CAHSEE and the law requires that students be given the CAHSEE with accommodations that are appropriate and necessary.

However, the State Board of Education (SBE) has determined that certain modifications that fundamentally alter what the test seeks to measure are not permitted. There is also recognition that some students have specific disabilities that affect their ability to learn to read, but who otherwise are able to progress through high school level standards with the use of a reader or with oral or audio presentations. Furthermore, there are students whose disabilities affect their ability to write, but who otherwise are able to master high school level writing standards by using a transcriber, mechanical or electronic transcribing devices and/or spell check devices/software. Likewise, there are students whose disabilities affect their ability to do basic computation and yet they otherwise are able to master high school level mathematics standards with the use of a calculator.

Your son/daughter participated in the CAHSEE administration and demonstrated his/her ability to meet high school level standards in reading, writing and/or mathematics through the use of some or all of the above-mentioned modifications. Under the authority of the California Education Code, you may request that the principal apply for a waiver from the local Board of Education of "successful passage of the CAHSEE" for your son/daughter.

If you would like the principal to apply for such a waiver, please complete and return the attached *Parent Request of Waiver Form - CAHSEE* and return to your school principal at your earliest convenience. If you have questions about the waiver process or your son/daughter's performance on the CAHSEE, please call the principal.

Sincerely,

Principal

Enclosure

SAN DIEGO CITY SCHOOLS
Office of the Superintendent
Testing Unit

**PARENT REQUEST OF WAIVER FORM - CALIFORNIA HIGH
SCHOOL EXIT EXAMINATION (CAHSEE)**

Name of Student: _____
Grade Level of Student: _____ Student Identification Number: _____
Name of School: _____
Portion(s) of the CAHSEE for which a waiver is being requested: English-Language Arts: ____ Mathematics: ____

Per California Education Code Section 60851(c), I request that the principal apply for a waiver from the Board of Education of "successful passage of the CAHSEE" for the portion(s) of the CAHSEE indicated above.

Signed: _____

Print Your Name: _____

Relationship to Student Named Above:

Parent: ____

Guardian: ____

PLEASE SIGN AND RETURN THIS FORM TO YOUR SON/DAUGHTER'S SCHOOL PRINCIPAL

SAN DIEGO CITY SCHOOLS
Office of the Superintendent
Testing Unit

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

School Name	Student's Last Name	Student's First Name
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1. Describe the nature of the student's disability as identified on the IEP or Section 504 Plan (Please note if this will result in overt identification of the student.)

2. Modification Used on: <input type="checkbox"/> ELA Test	<input type="checkbox"/> Math Test
Describe modification(s) used on the ELA test.	Describe modification(s) used on the Math test.

3. List 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 test.

4. Give a description of the accommodations/modifications that the student regularly uses in the classroom and on other assessments.

ELA	Math
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5. Summarize the student's academic preparation and performance that demonstrates high school level achievement. This summary should be limited to course descriptions and information in the subject area(s) of ELA and/or Math, depending on the waiver being requested for the student.

I, certify that the student attained the equivalent of a passing score upon completing the English language arts and/or mathematics sections of the CAHSEE using a modification that has been determined to "fundamentally alter what the test measures." (Attach copy of the student's CAHSEE score report.)

"Equivalent of a passing score" (350 or more points): ELA Math

Certified: >	Title: >	Date: >
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Attach to this cover sheet the following:

1. An IEP or Section 504 Plan 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; and
2. A certified transcript showing sufficient high school level coursework (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* showing "equivalent of a passing score."

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 District 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/accommodations.html

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).

SAN DIEGO CITY SCHOOLS
WAIVER REQUEST

California High School Exit Examination (CAHSEE): Waiver of Test Passage for Students With a Disability

Send Original plus one copy to:

Testing Unit
 Annex 3
 Eugene Brucker Education Center

Faxed originals will not be accepted!

School:	Principal:	Principal's E-Mail Address:
Contact Name (if different from principal):		Phone (and extension, if necessary): () - x Fax Number: () -

LEGAL CRITERIA

Authority for the Waiver: Specific Code Section: E.C. 56101 and E.C. 60851(c)
 ...the waiver is necessary or beneficial to the content and implementation of the pupil's individualized education program...

Education Code or California Code of Regulations to be Waived:
Education Code Section 60851(a) provides that "Commencing with the 2003-04 school year and each school year thereafter, each pupil completing grade 12 shall successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school."

Desired Outcome/rationale: Waiver of the "successful passage of the CAHSEE," for specified students listed below (first name, last initial only): (Attach additional list(s), if necessary)

Principal Certification – *I hereby certify that the information provided on this application is correct and complete.*

Signature of Principal: _____	Date:
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