PROFICIENCY TESTING
FOR HIGH SCHOOL CREDITS

The Louisiana Department of Education and the BESE Board are requiring, per policy in Bulletin 741, that students transferring from home study or non-accredited private school wishing to earn a Carnegie unit credit, “P”, in a course with a state-administered end-of-course exam must demonstrate proficiency using the end-of-course exam which is the LEAP 2025 assessment. Students wishing to earn a Carnegie unit credit in a non-LEAP 2025 course must demonstrate proficiency on a district created exam that is aligned to the state standards.

The student has only one attempt at the assessment that he or she has qualified to take. In order to receive the credit in the form of a “P” for Proficient, the student must pass with an achievement level of at least Approaching Basic on the LEAP 2025 and earn at least 67% on the applicable district-created exam.

Complete all forms and mail them along with the money order to:

    DTC
   71460 Edna Street
   Covington, LA 70443

Support documents should be brought to the testing center the first day of testing.

Address Money Order to STPSB.

Application and Money Order are due by May 1, 2020 for the May testing and June 1, 2020 for the June testing.

For further information, contact Karen Kety at 898-6481 or e-mail karen.kety@stpsb.org.
St. Tammany Parish Public Schools
Proficiency Test Application

Student Information

Last Name: ________________________  First Name: ________________________
Social Security Number: ________________  Date of Birth: ____________________
Gender: ___  Race: _____
Grade: ____

***All of the above information is required for testing.***

Check One:

- [ ] Student qualifies for accommodations
- [ ] Student does not qualify for accommodations

A copy of the student's current IEP, IAP, or EL Checklist must be provided for the student to receive the accommodations.

Parent Information

Last Name: ________________________  First Name: ________________________
Mailing Address: __________________________________________
City: _________________________  Zip Code: _______________________
Phone Number: ____________________
Parent email: __________________________________________

Email will be sent to confirm registration as well as location of testing from Vicki Vick or Karen Kety.

One Carnegie unit credit awarded will be added to the student’s transcript as a “P” indicating he/she passed the proficiency exam(s). Letter grades will not be awarded. Please speak to your school’s guidance counselor about the implications of receiving a “P”, rather than taking the course to receive a letter grade. A “P” can affect a student’s grade point average and rank in class, as well as TOPS and NCAA eligibility.
Proficiency Course Registration/Results

Student Last Name: ______________________ Student First Name _____________________

Place a check by the content area and testing date of choice.

**State Mandated End-of-Course Testing (LEAP 2025)**
May only choose **ONE** course per date.

<table>
<thead>
<tr>
<th>Course</th>
<th>Check Desired Test Session</th>
<th>Cost</th>
<th>Work Verification</th>
<th>P/F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>□ May 11 □ May 12 □ May 13 □ June 15 □ June 16 □ June 17 □ June 18</td>
<td>$35</td>
<td>□ YES □ NO</td>
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</tr>
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<td></td>
</tr>
<tr>
<td>English I</td>
<td>□ May 11 □ May 12 □ May 13 □ June 15 □ June 16 □ June 17 □ June 18</td>
<td>$35</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>US History</td>
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<td>□ YES □ NO</td>
<td></td>
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</tbody>
</table>

Total Due by Money Order $

**District Created Exam**
May choose 2 exams per date if NO course is chosen from above. If a course is chosen from above may choose one additional exam per that date.

<table>
<thead>
<tr>
<th>Course</th>
<th>Test Session</th>
<th>Work Verification</th>
<th>P/F</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Algebra II</td>
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<tr>
<td>Algebra III</td>
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<tr>
<td>PreCalculus</td>
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<td>□ YES □ NO</td>
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<tr>
<td>Financial Literacy</td>
<td>□ June 15 □ June 16 □ June 17 □ June 18</td>
<td>□ YES □ NO</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>□ June 15 □ June 16 □ June 17 □ June 18</td>
<td>□ YES □ NO</td>
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</tr>
<tr>
<td>Chemistry</td>
<td>□ June 15 □ June 16 □ June 17 □ June 18</td>
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<tr>
<td>Physics</td>
<td>□ June 15 □ June 16 □ June 17 □ June 18</td>
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<tr>
<td>World Geography</td>
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</tr>
<tr>
<td>Government</td>
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<td>□ YES □ NO</td>
<td></td>
</tr>
<tr>
<td>World History</td>
<td>□ June 15 □ June 16 □ June 17 □ June 18</td>
<td>□ YES □ NO</td>
<td></td>
</tr>
</tbody>
</table>
Verification of Course Work

Student Last Name: ______________________ Student First Name _____________________

The student listed above, has completed “seat work” corresponding to 1 academic year for each of these courses:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Assessments were given and the student demonstrated satisfactory mastery of the standards.

☐ I have the following support document(s) to demonstrate topics covered for each course listed above and will bring them on the first day of testing.

  ☐ Syllabus/Overview of Coursework with topics/standards covered
  ☐ Calendar of Scope and Sequence showing list of lessons, activities, assignments, assessments, projects, etc.
  ☐ Final Exam for each subject (Do not turn in 3 ring Binders.)
  ☐ Student’s High School Transcript

________________________________    ______________________________
Parent/Guardian Printed Name      Parent/Guardian Signature

Date: ________________________________