



**This monitoring tool is based on the HiSET Option Program Application. Schools must adhere to the program elements outlined in the application.**

Options Monitoring tool for \_\_\_\_\_  
Name of School Date

Name and title of individual registering with ETS

Program Overview			
Number of students in program		20 % of students portfolios viewed for monitoring	
Total Credits needed to graduate		Maximum deficient credits allowed upon entering program	
Program	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Other
Where is instruction received?			
Role of the counselor and student contact frequency			
Credit recovery modes			
Comments on materials used:			
Student / teacher ratio			
Summary of reviewed student files			
	%	Due dates met	Comments (when less than 100%)
Roster matches OPI roster		First day of the semester was:	
Student's credit deficiency falls within the OPI acceptable range			
Students' academic abilities fall within application guidelines			
There are contracts for all students on the roster on file. (Completed before the student is enrolled)			
Contracts have participants signatures			OPI's or School's version



Contract includes provisions for posttest, in school activities.			
Waivers completed and submitted to OPI prior to testing.			
Pretests in the file			
Preparedness levels met on the pretest			College and career readiness levels
Transition plan complete			
Students have taken some action toward post-secondary employment or education.			
Career pathways portfolios reviewed and acceptable			
Requirement for HiSET Option Program full time attendance met			

Are there areas in the program to be improved? Explain.

What are the strong points of the program?

The school's Montana HiSET Option Program fulfills the requirements and obligations to continue.

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Program Coordinator

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Monitor



Post Monitoring Notes:

Completion Rate	
Representative in attendance at OPI meetings	
If there were non-completers explain:	
Any issues with the test center?	
Graduating students met all elements of the school's contract	

Describe any program modifications to the application submitted to OPI?

Were there modifications that should have been submitted?

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