



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

DEPUTY COMMISSIONER FOR ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)
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TO: District Superintendents
Superintendents of Public and Nonpublic Schools
Principals of Public, Nonpublic, and Religious Schools
Leaders of Charter Schools

FROM: Kevin G. Smith, Deputy Commissioner

SUBJECT: Guidance on High School Equivalency Diplomas during COVID-19
Specific to Regents Pathway - "R Application" Process

DATE: June 25, 2020

The NYS Board of Regents (BOR) adopted changes to Commissioners Regulations on May 4, 2020 and June 8, 2020, to assist students during the COVID-19 crisis. Information on how regulatory changes affect High School Equivalency Diplomas (HSE) can be found at [High School Equivalency \(HSE\) Guidance](#).

An HSE Announcement, dated June 5, 2020, provides guidance on *Reporting Student Data for TASC Subtest Exemptions during COVID-19*. HSE announcements, including this guidance document, can be found on the [HSE website home page](#).

THIS GUIDANCE ADDRESSES REGULATORY CHANGES TO THE REGENTS-HSE EXAM PATHWAY, AKA THE "R APPLICATION," DURING THE COVID-19 PERIOD

Prior to BOR regulatory changes, HSE required age eligible students who submitted an R Application, i.e., application use Regent credit toward a HSE diploma, to take and pass at least one Test Assessing Secondary Assessment (TASC) subtest, even if they had Regents credit in all five subtest/subject areas.

The Question/Answer below is included in prior guidance posted. Relevant text is bolded for emphasis.

Question: Under current regulations, when a student(s) takes and passes a Regent Examination but does not earn a High School diploma and then seeks to obtain his/her High School equivalency diploma, they are exempt from the corresponding subject sub-test of the Test Assessment of Secondary Completion (TASC) exam. Given the changes that would exempt students from Regents exams, how will student(s) who are deemed to be exempt from one or more Regents exams but later seek their High School equivalency diploma be addressed?

Answer: The Department shall treat all students the same. Students who produce a transcript showing that they were exempt from one or more Regents exams will also be exempt from that section (sub-test) of the TASC. **The requirement that all students must take and pass at least one subject sub-test of the TASC, regardless of the number of Regents exams they are given credit for or if all corresponding subject areas have been met, will be waived during the time period of the COVID-19 emergency for students who meet the age eligibility requirements.**

PROCESS FOR APPLYING FOR REGENTS CREDIT TOWARD AN HSE DIPLOMA

To apply to use Regents credit toward an HSE diploma, please use the [R Application](#).

Applications for students under the age of 19 must be accompanied by an [age eligibility form](#)

Instructions are included on the applications. Please read and follow carefully.

After the applicant completes their portion of the R Application and the age eligibility form, they send to the high school which has their student records.

The school representative will complete the school's portion of the applications and send to the HSE Office along with the student's official high school transcript.

Including the student's *New York State Student Identification System* (NYSSIS) ID number greatly facilitates the processing of Regents credit. Please see [NYSSIS information](#).

IMPORTANT: The HSE Office has modified the R Application submission process during the COVID-19 period to permit school districts to send all documents electronically. Please see below:

Applications and student transcripts may now be emailed, as attachments, to the HSE Office at HSEAPP@nysed.gov. To support the protection of personal information, documents must be sent from the official email address of a designated school district representative, i.e., principal or superintendent. For electronic submissions, signatures may be typed, and the school seal/emblem does not need to be included. Documents may also continue to be mailed, as indicated on the applications.

R APPLICATIONS RECEIVED THAT COMPLY WITH COVID-19 REGULATORY CHANGES

R Applications which were received by the HSE Office prior to COVID-19 and included transcripts reflecting credit in all five TASC subtest/subject areas will be processed as follows:

Applicants who are 19 years of age, on or before June 30, 2020, will have an HSE Diploma sent to the address on their application, with an explanatory letter enclosed.

Age eligibility criteria, as stated in Commissioners Regulation 100.7, must be met for applicants under 19 years of age. Applicants who are under age 19, as of June 30, 2020, will be sent an email notifying them of the regulatory change and explaining the need for them to complete the applicant section of the age eligibility form and send to their high school. The high school subsequently completes their portion of the application and submits to the HSE Office. For those under age 19, without an email in the HSE student record system, a letter will be sent via US Mail containing the same information. If age eligibility criteria are met, an HSE diploma can be awarded and will be mailed to the applicant.

If you have any questions, please contact the HSE Office at HSE@nysed.gov. Thank you.