This non-regulatory guidance is intended to provide frequently asked questions and answers related to students enrolled in grade 14 as referenced in the Data Standard Special Education Processes page.

Questions and Answers Related to Grade 14 Students

1. **When can grade 14 be selected for a student?**

   Grade 14 "may only be selected for Special Education students participating in Alternate Assessment, as determined by the student's Admissions and Release Committee (ARC) and documented on their Individual Education Program (IEP)." [Data Standard Special Education Processes] The student must have attempted all state assessments required through grade 12.

2. **When should the state-defined graduation code (G-Code) be entered for a grade 14 student?**

   The appropriate G-Code, as indicated in the Data Standard Student Enrollment, should be entered when the student leaves the district. The hypothetical scenarios below provide student exiting examples and which stage-defined codes should be documented in Infinite Campus (IC).

   Scenario One: A student completes the Alternative High School Diploma requirements at the end of the school year or mid-school year and intends to return to school to continue with their education to address transition needs.

   Documentation: In the *General Enrollment Information* in IC, the *End Status* should be set as *CO1: Close of Year* when a student completes the requirements for an Alternative High School Diploma at the end of the current school year, if the student intends to return the following school year.

   Scenario Two: A student withdraws from school after completing the Alternative High School Diploma requirements, in grade 12, at the end of the school year and is given a G-Code. The parent re-enrolls the student in the following school year to address transition needs.

   Documentation: Leave the G-Code already entered. Create a new enrollment for the student each subsequent year until the student ages out (21 years of age or longer if the district's policy allows) or the student fails to re-enroll. Each end-of-year enrollment status after the G-Code should be a *CO1*.

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Scenario Three: A student has completed the Alternative High School Diploma requirements but has not completed grade 12 state assessment and accountability requirements.

Documentation:
If the student has not completed the state assessment requirements including the Transition Attainment Record (TAR), they will need to complete the TAR. If they have completed state assessments including the TAR, a G-code can be applied.

If they are working toward career readiness as a measure of Postsecondary Readiness by completing the requirements for the Career Work Experience Certification (CWEC) and Employability Skills Attainment Record (ESAR):

- The ESAR cannot be administered if a student has received a G-code;
- A G-code can be applied if they are working toward career readiness and have met the benchmark on the ESAR by grade 12 and completed all CWEC requirements and exiting; and
- A G-code is used when:
  - The student does not meet the benchmark on the ESAR and/or does not complete the CWEC requirements by grade 12; and
  - The student is exiting without meeting Postsecondary Readiness. This could be because:
    - The student has reached age 21;
    - The student has decided to exit; or
    - An ARC decision has been made to exit the student;
- A G-code cannot be applied if the student is not exiting at grade 12 because:
  - The student will be returning at grade 14 and will continue to pursue requirements for career readiness; and/or
  - The student will be returning at grade 14 to continue educational services and/or to focus on transition and post-secondary needs.

If not working toward career readiness as a measure of Postsecondary Readiness, a G-code can be applied when a student is exiting. More information regarding assessment and accountability requirements can be found in the ESAR Administration Guide and the CWEC Administration Guide.

For questions regarding state assessments and academic readiness as a measure of Postsecondary Readiness, please contact the Office of Assessment and Accountability at (502) 564-4394. For questions regarding career readiness as a measure of Postsecondary Readiness, please contact the Office of Career and Technical Education at (502) 564-4286.

3. **Is an ARC required to complete the [Kentucky Alternate Assessment Participation Guidelines Documentation Form](#) and Learner Characteristics Inventory (LCI) in the IEP for students in grade 14?**

   If the student in grade 14 has completed all alternate assessment requirements, for federal enrollment reporting purposes, the ARC must document (see question four) that the student is eligible to participate in the alternate assessment on the [Kentucky Alternate Assessment Participation Guidelines Documentation Form](#).

   For federal reporting purposes, the ARC does not have to complete the LCI for a student enrolled in grade 14.

4. **How does the ARC document alternate assessment participation for students in grade 14?**

   An ARC must select "Yes" for "ARC Eligibility Determination" on the [Kentucky Alternate Assessment Participation Guidelines Documentation Form](#) where eligibility is determined as this identifies the student as continuing to work toward an alternative diploma while in grade 14. The ARC must then "provide a statement of its decision and the reasons for the decision" as required by [707 KAR 1:320, Section 5 (11)](#). However, the statement may indicate the student has completed the alternate assessment requirements, has not received a high school diploma and will continue special education services to age 21 [[707 KAR 1:290, Section 1 (1)](#)].

5. **If students have received a G-Code but returned to school until they age out, does the guidance regarding the completion of the alternate assessment components apply?**

   Yes, if the student has received a G-Code and completed all alternate assessment components, the guidance above regarding the completion of the participation guidelines would apply to that student. More information regarding enrollment documentation is outlined in Scenario Two above and the [Data Standard Special Education Processes](#).

Additional Resources

[2023-2024 Administration Guide Overview and Attainment Task Administration](#) From the KDE Office of Assessment and Accountability (OAA), Page 6 of this guide provides information related to grade 14 students' accountability assessment administration.

[2023-2024 Administration Guide for TAR](#) From the KDE OAA, Page 4 of this guide provides information related to grade 14 students' opportunity to retake the TAR.

[CWEC Administration Guide](#) From the KDE Office of Career and Technical Education (OCTE), Pages 7, 12 and 13 of this guide provide information related to grade 14 students and the coursework leading to the CWEC.

[ESAR Administration Guide](#) From the KDE OCTE, Pages 4, 13 and 14 of this guide provide information related to grade 14 students regarding the administration of the ESAR.