

Cayuga-Onondaga BOCES Youth GED Program

Guidance Department Instructions for Completing the Application

1. Please obtain all student and parent signatures required on page 1, as indicated by the ► symbol.
2. Please obtain all school and administrative signatures on pages 1 and 2 as indicated by the ► symbol and on the application for variance.
3. Students and parents must complete the Student Release Form. A home school official must sign and date ITEM 3 on the Student Release Form.
4. Indicate whether the student has a disability. **The student's most recent IEP must accompany the application for admission.**
5. **Form B, Application for Variance of Admission Requirements must be completed for all students.** If a variance is required, it is the home school's responsibility to have the variance approved by the State Education Department, prior to submitting the application to the Director of Adult Education.

Please forward **Form B, Application for Variance** form to:

Greg Bayduss
NY State Education Department
Alternative Education & Family Literacy Team
Room 307EB
Albany, NY 12234
(518) 486-6090

Once approval is granted, a copy must be forwarded to the Director of Adult Education.

6. For students who do not require a variance approval by SED, simply attach a copy of the variance application and student transcript to the application packet and forward to the Director of Adult Education.

NOTE: Students must have reached "maximum compulsory school attendance age" to be admitted into the AHSEP program. This means that the student must have completed the school year in which he or she turned 16 years old.