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July 7, 2015

TO: NJ High School Equivalency Test Centers

FROM: Robert R. Higgins, Ph.D., Director  
Office of Certification and Induction

SUBJECT: Identification for High School Diploma Test Registration

The New Jersey Department of Education is clarifying what forms of documentation High School Equivalency applicants will need to provide in order to demonstrate identity and residency. Essentially, these new guidelines are meant to provide ease of access to all applicants, including immigrant populations. The new guidelines are modeled directly on similarly-intended rules concerning the eligibility of children of immigrants or undocumented individuals to attend school consistent with the provisions set forth at *N.J.A.C. 6A:22-3.3* and *3.4*.

Effective immediately, in order to demonstrate eligibility applicants are required to provide:

- Driver's Licenses, Permits, Passports, Voter registrations, School/College ID, Employee ID, or other photo identification, valid or expired, that has been issued by a public or private third party;

And one or more of the following:

- Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
- Financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
- Court orders; State agency agreements; and other evidence of court or agency placements or directives;
- Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location or to support the test taker
- Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
- Affidavits, certifications, and sworn attestations pertaining to statutory criteria from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
- Documents pertaining to military status and assignment; and
- Any other business record or document issued by a governmental entity.

Test Centers may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.

Test centers shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

Test centers shall not condition eligibility to test based on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility. They include, but are not limited to:

1. Income tax returns;
2. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
3. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy;
4. Social Security numbers.

The test centers may consider, in a manner consistent with Federal law, documents or information referenced above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the test centers may not, directly or indirectly, require or request such disclosure as an actual or implied condition of registration for the New Jersey High School diploma.

#### RRH/Adult Education/New Test Registration Guidelines 6.18.15

##### c: Members, State Board of Education

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