

## Alabama Non-Traditional High School Diploma Option (HSDO) Guiding Agreements and Procedural Guidance

- Beginning July 1, 2025, students age 18 and above must have dropped out of school **AND** have a Dropout (D) Exit Code **or** No-Show (NSI) Code assigned in the student information system to be **eligible** for enrollment in the HSDO program.
  - Students who drop out of an Alabama public high school in a **current school year**, but enroll in the HSDO program before the end of the current academic school year and reporting dates, the third Friday of June (Key Reporting date), may be updated with the appropriate exit code in the student information system.
- Students withdrawn using any other exit code are **ineligible** for the HSDO program

### Starting with School Year 2025-2026 (2026 Cohort Year and beyond)



*Beginning July 1, 2025, if the student is age 18 or older and drops out before their base cohort expected graduation year:*

- The Exit Interview is conducted with students.
- The student will be withdrawn using the appropriate Dropout (D) exit code to indicate the student has dropped out of high school.
- Once the school has received the “Non-Traditional High School Diploma Option Eligibility Form” form as the **verification of enrollment** in the HSDO program, the school may update the student’s exit code to **WB5 – Transfer Within State (ACCS Non-Traditional High School Diploma Option – HSDO)**.
  - Enrollment, *not* completion, in the HSDO program is required of the *REACH Act* for the student to be withdrawn with the WB5-Transfer Within State (ACCS Non-Traditional High School Diploma Option-HSDO) exit code.
- If the student completed the HSDO program before the expected graduation date of their base cohort year, the student may be issued their high school diploma from the public high school **AFTER** the expected graduation date of their cohort has passed.
  - Per the rules of HSDO, a student may not be issued their high school diploma before their expected graduation cohort date.
- The school/LEA is responsible for notifying the Adult Education program that the student has been awarded their high school diploma.

If the student who is age 18 or older is no-showed or unofficially drops out in the current school year:

*Non-Traditional High School Diploma Options Transcript Audit Form Request*

ACCS/Adult Education or the student will initiate the process for the request for student records and completion of the “Non-Traditional High School Diploma Options Transcript Audit Form Request” form.

	<b>NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS REQUEST FOR A TRANSCRIPT AUDIT</b>	
		Updated 12/2/2025
<b>Transcript Audit Form Request</b>		
<p>Note: Completion of this Transcript Audit Form Request grants permission for the school system to release related grade and testing records to the designated party below.</p>		
<b>Send the following (if available):</b>		
<input type="checkbox"/> HSDO Transcript Audit Form — sent directly from the High School to the Adult Education Program (include a copy of the student’s high school transcript)		
<input type="checkbox"/> Alabama High School Graduation Exam Results (if applicable)		
<input type="checkbox"/> ACT WorkKeys™ Assessments (if applicable)		
<b>Student Information:</b>		
Student Name: _____ <span style="margin-left: 100px;"><i>(First)</i></span> <span style="margin-left: 100px;"><i>(Middle)</i></span> <span style="margin-left: 100px;"><i>(Last)</i></span>		
Maiden Name (if applicable): _____		
School System: _____ High School: _____		
Graduation Year: _____ Or Year Withdrawn: _____		
Date of Birth: _____		
Phone Number: _____		
Email Address: _____		
<b>Please email an electronic copy or mail the HSDO Transcript Audit Form to:</b>		
Adult Education Program: _____		
Adult Education Contact: _____		
Address: _____		
Alabama		
_____ <i>City State Zip Code</i>		
Contact Email Address: _____		
Student Signature: _____ Date: _____		

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## Non-Traditional High School Diploma Options Transcript Audit Form

The school counselor will be responsible for completing the “Non-Traditional High School Diploma Options Transcript Audit Form” within ten calendar days of receipt. This may be completed with paper forms or through electronic signature methods.



NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS TRANSCRIPT AUDIT FORM									
Name:					School:				
Date of Birth:					Student Phone:				
Student's Personal Email:					Student's Maiden Name (if applicable):				
Total Number of Credits Required by LEA:					Graduation Cohort Year:				
Total Number of Credits Obtained by Student:					Year Withdrawn:				
ENGLISH (4 CR)		MATHEMATICS (4 CR)			SOCIAL STUDIES (4 CR)			SCIENCE (4 CR)	
English 9		Algebra I		World History		1. Biology			
English 10		Geometry		US History 10		2. a) Physical Science			
English 11		Algebra II		US History 11		b) Chemistry			
English 12		4 <sup>th</sup> Math		US Government/ Econ		c) Physics			
						3. 3 <sup>rd</sup> Science			
						4. 4 <sup>th</sup> Science			
PHYSICAL ED (1 CR)		ELECTIVES (List)							
Physical Education									
HEALTH (1 CR)									
Health									
Alabama High School Graduation Exam Results—Including Testing Administration date(s):									
READING		MATHEMATICS		BIOLOGY		LANGUAGE		SOCIAL STUDIES	
Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date
Please indicate the appropriate option for the student:									
<input type="checkbox"/> <b>Option 1:</b> Student earned the number of required credits but did not pass a portion(s) of the graduation exam.									
<input type="checkbox"/> <b>Option 2:</b> Student did not earn enough credits, complete 4 x 4 requirements, or received an "Occupational Diploma."									
<input type="checkbox"/> <b>Student DOES NOT qualify.</b> Please explain why the student does not qualify in the "Comments" section below.									
Comments:									
Completed by:									
_____					_____				
School Counselor					Date				
Verified by:									
_____					_____				
School Principal					Date				
<b>*Include a copy of the student's Official Transcript (and copies of Alabama High School Graduation Exam results and WorkKeys™ scores if applicable).</b>									
The Non-Traditional High School Option is not designed to follow the traditional 4x4 curriculum.									
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- Four-Year Cohort = Base Cohort (year student first entered in Grade 9) and Expected Graduation (year expected to graduate)
- Year Withdrawn = Date of Dropout/Exit Code entered (MM-DD-YY)
- Complete the transcript audit noting which credits the student has earned
- Select the most appropriate option for the student:
  - Option 2 – student has at least earned 10 credits OR
  - Student does not qualify (if student has earned less than 10 credits)
- School Counselor signs and dates once audit is completed
- School Principal signs and dates to verify the audit and option selected
- Complete and send to ACCS/Adult Education

## Non-Traditional High School Diploma Option Eligibility Form



Once the school has received the “Non-Traditional High School Diploma Option Eligibility Form” completed by ACCS/Adult Education this will serve as the **verification of enrollment** in the HSDO program to fulfill the requirements of enrollment under the *REACH Act*.

The school may update the student’s exit code to **WB5 – Transfer Within State (ACCS Non-Traditional High School Diploma Option – HSDO)** once the verification of enrollment has been received; the school should also place this document in the student’s permanent/cumulative records.

	<b>NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTION ELIGIBILITY FORM</b>		
		Updated 1.13.26	
Student Name:	<input type="text"/>	AE Program:	<input type="text"/>
High School:	<input type="text"/>		
School System:	<input type="text"/>		
<b>SELECT OPTION 1 OR OPTION 2</b>			
<input type="checkbox"/> <b>OPTION 1: An adult who earned all of their high school credits but did not pass the Alabama High School Graduation Exam</b>			
<b>Requirements:</b>			
<input type="checkbox"/>	Meets minimum age of 18 (A 17-year old who has exited high school may enroll in the HSDO program but cannot complete the program until they are 18.) <ul style="list-style-type: none"><li>Acceptable proof of age is Driver’s License, state-issued ID, or Birth Certificate with Photo ID.</li></ul>		
<input type="checkbox"/>	Official transcript audit form verifying the number of credits the student earned, and number of credits required to receive a high school diploma from the local school system		
<input type="checkbox"/>	Official AHSGE (Alabama High School Graduation Exam) Results		
<input type="checkbox"/>	Attended Adult Education Orientation and completed the TABE locator and an initial TABE assessment in the deficient area (s). *Note – if Science or Social Studies is the deficient area, a Reading TABE will be administered.		
<input type="checkbox"/> <b>OPTION 2: An adult who dropped out of a public Alabama high school, has earned 10 or more graduation credits, and requires additional graduation credits for high school completion</b>			
<b>Requirements:</b>			
<input type="checkbox"/>	Meets minimum age of 18 (A 17-year old who has exited high school may enroll in the HSDO program but cannot complete the program until they are 18.) <ul style="list-style-type: none"><li>Acceptable proof of age is Driver’s License, state-issued ID, or Birth Certificate with Photo ID.</li></ul>		
<b>AND</b>			
<input type="checkbox"/>	Official transcript audit form verifying the number of credits the student earned (minimum of 10), and number of credits required to receive a high school diploma from the local school system		
<b>AND</b>			
<input type="checkbox"/>	Attended Adult Education Orientation, has completed the TABE locator, and completed full TABE battery (Reading, Math, and Language).		
Adult Education HSDO Program Enrollment Date:	<input type="text"/>		
Verified by:	<input type="text"/>	Date:	<input type="text"/>
	Signature of Adult Education Director		

*Non-Traditional High School Diploma Options Official Transcript*

ACCS/Adult Education will provide the school with the verification of completion of the HSDO program so the high school diploma can be issued to the student

 <b>NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS OFFICIAL TRANSCRIPT</b> 		
Notes:		
Completed by: _____ Date: _____ Adult Education Director – Please print name		
_____ Signature of Adult Education Director		
Date sent from the AE program to the school counselor for signatures: _____ Date: _____		
<hr style="border: 2px solid black;"/>		
<b><i>To be completed by K-12 Officials</i></b>		
Verified by: _____ Date: _____ School Counselor – Please print name		
_____ Signature of School Counselor		
Verified by: _____ Date: _____ School Principal – Please print name		
_____ Signature of School Principal		
Verified by: _____ Date: _____ Local Superintendent – Please print name		
_____ Signature of Local Superintendent		
Graduation Date: _____		
Date AE Program Notified: _____		
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### *Awarding of the Alabama High School Diploma*

The school/LEA will be responsible for issuing the Alabama High School Diploma. The diploma shall not say anything other than “Alabama High School Diploma” as the HSDO program is recognized federally as an equivalent to the traditional high school diploma issued by Alabama public schools.



- If the student completes the HSDO program *prior* to the set graduation date of their base cohort year, the student may be issued their high school diploma from the public high school **AFTER** the set graduation date has passed.
  - Per the rules of HSDO, a student may not be issued their high school diploma before their cohort graduation date.
- The school/LEA is responsible for notifying the Adult Education program that the student has been awarded their high school diploma.

## Students with a Base Cohort of 2017-2025

The following forms are completed by the school/LEA for the student who has enrolled in the HSDO program:



### Non-Traditional High School Diploma Options Transcript Audit Form Request

ACCS/Adult Education or the student will initiate the process for the request for student records and completion of the “Non-Traditional High School Diploma Options Transcript Audit Form Request” form.

	<b>NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS REQUEST FOR A TRANSCRIPT AUDIT</b>	
		Updated 12/2/2025
<b>Transcript Audit Form Request</b>		
Note: Completion of this Transcript Audit Form Request grants permission for the school system to release related grade and testing records to the designated party below.		
<b>Send the following (if available):</b>		
<input type="checkbox"/> HSDO Transcript Audit Form — sent directly from the High School to the Adult Education Program (include a copy of the student’s high school transcript)		
<input type="checkbox"/> Alabama High School Graduation Exam Results (if applicable)		
<input type="checkbox"/> ACT WorkKeys™ Assessments (if applicable)		
<b>Student Information:</b>		
Student Name: _____ <i>(First) (Middle) (Last)</i>		
Maiden Name (if applicable): _____		
School System: _____ High School: _____		
Graduation Year: _____ Or Year Withdrawn: _____		
Date of Birth: _____		
Phone Number: _____		
Email Address: _____		
<b>Please email an electronic copy or mail the HSDO Transcript Audit Form to:</b>		
Adult Education Program: _____		
Adult Education Contact: _____		
Address: _____		
Alabama		
_____ <i>City State Zip Code</i>		
Contact Email Address: _____		
Student Signature: _____ Date: _____		
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## Non-Traditional High School Diploma Options Transcript Audit Form



The school counselor will be responsible for completing the “Non-Traditional High School Diploma Options Transcript Audit Form” ***within ten calendar days of receipt***. This may be completed with paper forms or through electronic signature methods.

NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS TRANSCRIPT AUDIT FORM									
									
Updated 10/24/2025									
Name: _____		School: _____							
Date of Birth: _____		Student Phone: _____							
Student's Personal Email: _____		Student's Maiden Name (if applicable): _____							
Total Number of Credits Required by LEA: _____		Graduation Cohort Year: _____							
Total Number of Credits Obtained by Student: _____		Year Withdrawn: _____							
ENGLISH (4 CR)	MATHEMATICS (4 CR)	SOCIAL STUDIES (4 CR)	SCIENCE (4 CR)						
English 9	Algebra I	World History	1. Biology						
English 10	Geometry	US History 10	2. a) Physical Science						
English 11	Algebra II	US History 11	b) Chemistry						
English 12	4 <sup>th</sup> Math	US Government/ Econ	c) Physics						
			3. 3 <sup>rd</sup> Science						
			4. 4 <sup>th</sup> Science						
PHYSICAL ED (1 CR)	ELECTIVES (List)								
Physical Education									
HEALTH (1 CR)									
Health									
Alabama High School Graduation Exam Results—Including Testing Administration date(s):									
READING		MATHEMATICS		BIOLOGY		LANGUAGE		SOCIAL STUDIES	
Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date
Please indicate the appropriate option for the student:									
<input type="checkbox"/> <b>Option 1:</b> Student earned the number of required credits but did not pass a portion(s) of the graduation exam.									
<input type="checkbox"/> <b>Option 2:</b> Student did not earn enough credits, complete 4 x 4 requirements, or received an "Occupational Diploma."									
<input type="checkbox"/> <b>Student DOES NOT qualify.</b> Please explain why the student does not qualify in the "Comments" section below.									
Comments: _____ _____									
Completed by: _____ School Counselor					_____ Date				
Verified by: _____ School Principal					_____ Date				
*Include a copy of the student's Official Transcript (and copies of Alabama High School Graduation Exam results and WorkKeys™ scores if applicable).									
The Non-Traditional High School Option is not designed to follow the traditional 4x4 curriculum.									

- Four-Year Cohort = Base Cohort (year student first entered in Grade 9) and Expected Graduation (year expected to graduate)
- Year Withdrawn = Date of Dropout/Exit Code entered (MM-DD-YY)
- Complete the transcript audit noting which credits the student has earned
- Select the most appropriate option for the student:
  - Option 2 – student has at least earned 10 credits OR
  - Student does not qualify (if student has earned less than 10 credits)
- School Counselor signs and dates once audit is completed
- School Principal signs and dates to verify the audit and option selected
- Complete and send to ACCS/Adult Education

*Non-Traditional High School Diploma Options Official Transcript*

ACCS/Adult Education will provide the school with the verification of completion of the HSDO program so the high school diploma can be issued to the student

 <b>NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS OFFICIAL TRANSCRIPT</b> 	
Notes:	
Completed by: _____ Date: _____ Adult Education Director – Please print name	
_____ Signature of Adult Education Director	
Date sent from the AE program to the school counselor for signatures: _____ Date: _____	
<hr style="border: 2px solid black;"/>	
<b><i>To be completed by K-12 Officials</i></b>	
Verified by: _____ Date: _____ School Counselor – Please print name	
_____ Signature of School Counselor	
Verified by: _____ Date: _____ School Principal – Please print name	
_____ Signature of School Principal	
Verified by: _____ Date: _____ Local Superintendent – Please print name	
_____ Signature of Local Superintendent	
Graduation Date: _____ Date AE Program Notified: _____	
<i>HSDO Handbook</i> <span style="margin-left: 200px;">19</span> <span style="float: right;"><i>Pathways to Possibility</i></span>	

### *Awarding of the Alabama High School Diploma*

The school/LEA will be responsible for issuing the Alabama High School Diploma. The diploma shall not say anything other than “Alabama High School Diploma” as the HSDO program is recognized federally as an equivalent to the traditional high school diploma issued by Alabama public schools starting in school year 2016-2017.

If the student completes the HSDO program **prior** to the set graduation date of their base cohort year, the student may be issued their high school diploma from the public high school **AFTER** the set cohort graduation date has passed.

- Per rules of HSDO, a student may not be issued their high school diploma prior to their graduation cohort date.

The school/LEA is responsible for notifying the Adult Education program that the student has been awarded their high school diploma.

### **Students with a Base Cohort Prior to 2017**

*The following forms are completed by the school/LEA for the student who has enrolled in the HSDO program:*

*Non-Traditional High School Diploma Options Transcript Audit Form Request*

ACCS/Adult Education or the student will initiate the process for the request for student records and completion of the “Non-Traditional High School Diploma Options Transcript

Audit Form Request” form.



**NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS**  
**REQUEST FOR A TRANSCRIPT AUDIT**



Updated 12/2/2025

**Transcript Audit Form Request**

Note: Completion of this Transcript Audit Form Request grants permission for the school system to release related grade and testing records to the designated party below.

**Send the following (if available):**

- HSDO Transcript Audit Form — sent directly from the High School to the Adult Education Program (include a copy of the student’s high school transcript)
- Alabama High School Graduation Exam Results (if applicable)
- ACT WorkKeys™ Assessments (if applicable)

**Student Information:**

Student Name: \_\_\_\_\_  
*(First) (Middle) (Last)*

Maiden Name (if applicable): \_\_\_\_\_

School System: \_\_\_\_\_ High School: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Or Year Withdrawn: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please email an electronic copy or mail the HSDO Transcript Audit Form to:**

Adult Education Program: \_\_\_\_\_

Adult Education Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Alabama  
*City State Zip Code*

Contact Email Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Non-Traditional High School Diploma Options Transcript Audit Form



The school counselor will be responsible for completing the “Non-Traditional High School Diploma Options Transcript Audit Form” ***within ten calendar days of receipt***. This may be completed with paper forms or through electronic signature methods.

NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS TRANSCRIPT AUDIT FORM									
Name:					School:				
Date of Birth:					Student Phone:				
Student's Personal Email:					Student's Maiden Name (if applicable):				
Total Number of Credits Required by LEA:					Graduation Cohort Year:				
Total Number of Credits Obtained by Student:					Year Withdrawn:				
ENGLISH (4 CR)		MATHEMATICS (4 CR)		SOCIAL STUDIES (4 CR)		SCIENCE (4 CR)			
English 9		Algebra I		World History		1. Biology			
English 10		Geometry		US History 10		2. a) Physical Science			
English 11		Algebra II		US History 11		b) Chemistry			
English 12		4 <sup>th</sup> Math		US Government/ Econ		c) Physics			
						3. 3 <sup>rd</sup> Science			
						4. 4 <sup>th</sup> Science			
PHYSICAL ED (1 CR)		ELECTIVES (List)							
Physical Education									
HEALTH (1 CR)									
Health									
Alabama High School Graduation Exam Results—Including Testing Administration date(s):									
READING		MATHEMATICS		BIOLOGY		LANGUAGE		SOCIAL STUDIES	
Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date	Pass/Fail	Date
Please indicate the appropriate option for the student:									
<input type="checkbox"/> <b>Option 1:</b> Student earned the number of required credits but did not pass a portion(s) of the graduation exam.									
<input type="checkbox"/> <b>Option 2:</b> Student did not earn enough credits, complete 4 x 4 requirements, or received an "Occupational Diploma."									
<input type="checkbox"/> <b>Student DOES NOT qualify.</b> Please explain why the student does not qualify in the "Comments" section below.									
Comments:									
Completed by: _____									
School Counselor					Date				
Verified by: _____									
School Principal					Date				
*Include a copy of the student's Official Transcript (and copies of Alabama High School Graduation Exam results and WorkKeys™ scores if applicable).									
The Non-Traditional High School Option is not designed to follow the traditional 4x4 curriculum.									

- Four-Year Cohort = Base Cohort (year student first entered in Grade 9) and Expected Graduation (year expected to graduate)
- Year Withdrawn = Date of Dropout/Exit Code entered (MM-DD-YY)
- Complete the transcript audit noting which credits the student has earned
- Select the most appropriate option for the student:
  - Option 2 – student has at least earned 10 credits OR
  - Student does not qualify (if student has earned less than 10 credits)
- School Counselor signs and dates once audit is completed
- School Principal signs and dates to verify the audit and option selected
- Complete and send to ACCS/Adult Education

*Non-Traditional High School Diploma Options Official Transcript*

ACCS/Adult Education will provide the school with the verification of completion of the HSDO program so the high school diploma can be issued to the student

 <b>NON-TRADITIONAL HIGH SCHOOL DIPLOMA OPTIONS OFFICIAL TRANSCRIPT</b> 	
Notes:	
Completed by: _____ Date: _____ Adult Education Director – Please print name	
_____ Signature of Adult Education Director	
Date sent from the AE program to the school counselor for signatures: _____ Date: _____	
<hr style="border: 2px solid black;"/>	
<b><i>To be completed by K-12 Officials</i></b>	
Verified by: _____ Date: _____ School Counselor – Please print name	
_____ Signature of School Counselor	
Verified by: _____ Date: _____ School Principal – Please print name	
_____ Signature of School Principal	
Verified by: _____ Date: _____ Local Superintendent – Please print name	
_____ Signature of Local Superintendent	
Graduation Date: _____ Date AE Program Notified: _____	
<small>HSDO Handbook <span style="margin-left: 200px;">19</span> <span style="float: right;">Pathways to Possibility</span></small>	

### *Awarding of the Alabama High School Diploma*

The school/LEA will be responsible for issuing the Alabama High School Diploma.

If the student completes the HSDO program **prior** to the set graduation date of their base cohort year, the student may be issued their high school diploma from the public high school **AFTER** the set graduation.

- Per rules of HSDO, a student may not be issued their high school diploma prior to their graduation cohort date.

The school/LEA is responsible for notifying the Adult Education program that the student has been awarded their high school diploma.

## Non-Traditional High School Diploma Option Timeline

### *Students Graduation Cohort 2026 – Present*

1. Student expresses interest in dropping out of high school.
2. School conducts exit interview with student.
3. Student officially drops out of high school.
4. School counselor completes “Non-Traditional High School Diploma Option Audit Form”.
5. Student elects to enroll in the HSDO program with Adult Education.
6. Student works with Adult Education to complete the following:
  - a. Eligibility Form
  - b. Plan of Instruction (POI)
  - c. All required coursework
7. Adult Education sends the Eligibility Form as verification of enrollment to school/LEA.
8. The school may update the student’s exit code from a Dropout (D) code to the **WB5 – Transfer Within State (ACCS Non-Traditional High School Diploma Option – HSDO)** once the enrollment form has been received from Adult Education.
9. Adult Education sends the “HSDO Official Transcript” to the LEA Superintendent and school principal.
10. The LEA will:
  - a. Issue the student's Alabama High School Diploma according to guidelines for issuing diplomas through HSDO
  - b. Notify the Adult Education program that the student has been awarded an Alabama High School Diploma

11. Student is issued their Alabama High School Diploma.
  - a. The diploma issued will be an Alabama High School Diploma from the last attended public high school and LEA as the issuer. The diploma may not read as anything other than “Alabama High School Diploma”.
  - b. Graduation exercises may be an option provided for the student at the discretion of the LEA.
  - c. The diploma fees, if applicable, will be the responsibility of the student being issued the Alabama High School Diploma.

#### *Students Graduation Cohort Prior to 2025*

1. Student expresses interest in dropping out of high school.
2. School conducts exit interview with student.
3. Student officially drops out of high school.
4. School counselor completes “Non-Traditional High School Diploma Option Audit Form”.
5. Student elects to enroll in the HSDO program with Adult Education.
6. Student works with Adult Education to complete the following:
  - a. Eligibility Form
  - b. Plan of Instruction (POI)
  - c. All required coursework
7. Adult Education sends the Eligibility Form as verification of enrollment to school/LEA.
8. Adult Education sends the “HSDO Official Transcript” to the LEA Superintendent and school principal.
9. The LEA will:
  - a. Issue the student's Alabama High School Diploma according to guidelines for issuing diplomas through HSDO
  - b. Notify the Adult Education program that the student has been awarded an Alabama High School Diploma
10. Student is issued their Alabama High School Diploma.
  - a. The diploma issued will be an Alabama High School Diploma from the last attended public high school and LEA as the issuer. The diploma may not read as anything other than the Alabama High School Diploma.
  - b. Graduation exercises may be an option provided for the student at the discretion of the LEA.
  - c. The diploma fees, if applicable, will be the responsibility of the student being issued the Alabama High School Diploma.