

Sunsetting of the High School Proficiency Exams

The following document outlines the procedures for a former student to submit a written request to the Clark County School District (CCSD) for a determination of whether the student meets the requirements for a standard high school or adult standard diploma, following the sunsetting of the High School Proficiency Exams (HSPE) per Nevada Department of Education Guidance Memorandum #17-27.

Placing a Written Request

Students that last attended a comprehensive CCSD high school

Steps:

1. Navigate to the Clark County School District records request website, <https://transcripts.ccsd.net/>.
2. Under “Who is making the record request?” select “I am an Individual.”
3. Complete the required fields of the request form.
4. In the “Records Requested” section, ONLY select “Proficiency Exemption Request.”
 - a. This request includes:
 - i. The evaluation of the most recent high school transcript to determine eligibility for the HSPE exemption.
 - ii. If determined eligible, the provision of one (1) official high school transcript and one (1) general Clark County School District diploma indicating graduate effective October 13, 2017.
 - b. Please note, requests for original graduation years 2016 through 2001 can take up to 90 days to complete. Requests for original graduation years 2000 and earlier can take up to 120 days.
5. After all required information has been filled in on the form, click “Submit Records Request” button at the bottom of the page.
6. If an email was provided, the customer will receive automated email notifications regarding the progress of the request. This includes a reference number of the request. Please check your Spam folder and add sdsweb@interact.ccsd.net as a safe address to ensure message delivery.

Students that last attended an Adult Education program of the CCSD

Steps:

1. Former student should visit the Adult Education office to place a written request – a blue form is available.
2. The student will complete the form and turn it in to the Office Specialist of the Adult Education program building.
3. The student will leave the completed form and wait for a telephone call from Adult Education for confirmation of graduation.
4. Students can also contact 702-799-8650 to receive a faxed/emailed copy of the form.