

MEMORANDUM OF UNDERSTANDING

Between the Los Angeles Unified School District – High School Equivalency Test Center
and the William S Hart Union High School District - Golden Oak Adult School

This document constitutes a working agreement between the Los Angeles Unified School District's HSE Test Center and William S. Hart Union High School District's Golden Oak Adult School. This understanding shall be considered valid for the period of July 1, 2017 through June 30, 2018.

LAUSD – HSE Test Center will provide:

- 1) HiSET™ testing sessions for test takers. A test session includes a proctor, all test materials, and processing of test materials for scoring.
- 2) An invoice detailing test services provided for each test session.
- 3) A minimum 30-day notice of any fee increase in writing.
- 4) Test results for Golden Oak students supplied to Golden Oak Adult School.

Wm S Hart Union High School District – Golden Oak Adult School will provide:

- 1) A minimum of 5 paid test takers per test session.
 - 2) An appropriate room to conduct test sessions.
- Test dates and times will be determined by need. Dates will be mutually agreed upon by both parties.
 - Golden Oak Adult School will collect a test fee of \$150 per full battery of subtests and \$25 per subject for retests. Payment in the amount of \$125 per full battery and \$20 per retest will be remitted to the Los Angeles Unified School District no later than 30 days after testing occurs.

LAUSD – HSE Test Center

Mike Kuhlman
Asst Superintendent, Ed Services
Wm. S. Hart Union High School
District - Golden Oak Adult School

Dated _____

Dated _____