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CHANCELLOR

MEMORANDUM #2016-AED-088 (Revised 3/13/17; 2nd Revision 8/30/17; 3rd Revision 12/01/2017)

TO: Chief GED® Test Administrators and Adult Education Directors

FROM: ACCS – Adult Education Department

DATE: December 1, 2017

SUBJECT: GED® Testing Eligibility Guidelines for Students 16 & 17 years of age

Revised to include:

- a) **Evidence of Student’s Withdrawal from a private/church or home school program (in-state and out of state).**
- b) **Residency exception**
- c) **Documents needed for Court Order students.**

Alabama Act 2009-564 stipulates that students between the ages of 7 and 17 are required to attend public school, private school, church school, or be taught at home by a private tutor.

Based on this law, there are specific requirements for students, 16 and 17 years of age, who wish to take the GED® Test and enroll in AE programs.

All Alabama Adult Education students must live, work, or be enrolled in postsecondary education in the state of Alabama. ***(an exception to this qualification would be if the student is referred to an Alabama AE program in a county that is bordered by another state through an Alabama Career Center)***

I. For a 16 Years of Age To Take GED® Test:

State approval must be granted based on the following:

Individuals who dropped out of Public School

1. Student must present a notarized Certificate of Exemption from the student’s last school system attended **and** a notarized and signed Parental Permission Form
2. Student must have TABE test scores (in all three sub-skill tests) at a minimum of ASE Low, with a grade equivalent of 9.0 or higher
OR
Student must have official GED® Ready test scores in Math and RLA of “Likely to Pass”
3. Student must provide proof of Alabama residency.

Individuals who dropped out of a Private School, Church School, or Private Tutoring Program (home-school program)

1. Student must present a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and stating the student has dropped out of school, and has permission to be administered the GED[®] Test. **Evidence of withdrawal from school must be included.**
2. Student must have TABE test scores (in all three sub-skill tests) at a minimum of ASE Low, with a grade equivalent of 9.0 or higher
OR
Student must have official GED[®] Ready test scores in Math and RLA of “Likely to Pass”
3. Student must provide proof of Alabama residency.

II. For a 16 Years of Age Who Wish To Enroll in AE programs:

1. Student must present a notarized, Certificate of Exemption from the student’s last school system attended, **and** a notarized Parental Permission Form;
OR
2. If the student attended and dropped out of a private school, church school, or private tutor program, the student must present a notarized letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and stating the student has dropped out of school, and has permission to enroll in the Adult Education program. **Evidence of withdrawal from school must be included.**
3. Student must provide proof of Alabama residency. Unless they qualify for the exception.

III. For 17 Years of Age To Take GED[®] Test

State approval must be granted based on the following:

Individuals who dropped out of Public School

1. Student must have participated in an exit interview with their high school administration and provide a signed Exit Interview Form
(Please Note: The student’s refusal to participate in the scheduled Exit Interview should be documented by the school personnel on the Exit Interview Form. Local AE programs must maintain an Exit Interview Form for all 17 year old public high-school dropouts. These guidelines also apply to HSO students who are 17 years of age.)

2. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian, naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED[®] Test.
3. Student must provide proof of Alabama residency

Individuals who dropped out of Private School, Church School, or Private Tutoring Program

1. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian, naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED[®] Test. **Evidence of withdrawal from school must be included.**
2. Student must provide proof of Alabama residency

IV. For a 17 Years of Age Who Wish To Enroll in AE programs:

1. Student must have participated in an exit interview with their high school administration and provide a signed Exit Interview Form.
(Please Note: The student's refusal to participate in the scheduled Exit Interview should be documented by the school personnel on the Exit Interview Form. Local AE programs must maintain an Exit Interview Form for all 17 year old public high-school dropouts. These guidelines also apply to HSO students who are 17 years of age.)

AND

2. Student must provide a notarized and signed letter (Parental Permission form) from his/her parent or legal guardian, naming the school, providing the drop-out date, and providing parental permission for the student to enroll in the Adult Education program.

OR

If the student attended a private school, church school, or private tutoring program, the student must present a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and stating the student has dropped out of school and has permission to enroll in the Adult Education program. **Evidence of withdrawal from school must be included.**

3. Student must provide proof of Alabama residency. Unless they qualify for the exception.

Court Mandated Individuals

Court mandated individuals, ages 16 or 17, must provide official court documentation to enroll in Adult Education & to be administered the GED® test. A signed court order does not require the student to present a Certificate of Exemption, Exit Interview Form, Parental Permission Form, or Evidence of school withdrawal to be enrolled into an Adult Education program or to be administered the GED® Test.

Only submit the following:

1. Application to test

2. Court Order