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CHANCELLOR

**MEMORANDUM #2016-AED-088 (Revised 3/13/17; 2nd Revision 8/30/17)**

**TO:** Chief GED® Test Administrators and Adult Education Directors

**FROM:** ACCS – Adult Education Department

**DATE:** August 30, 2017

**SUBJECT:** GED® Testing Eligibility Guidelines for Students 16 & 17 years of age  
**Revised to include:**

- a) Adult Education Enrollment for 16 & 17 year olds**
- b) Court Ordered Students**
- c) Residency Language (2nd Revision)**

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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.

**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
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**

 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
2. Student must provide proof of Alabama residency

**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<sup>®</sup> Test
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.

3. Student must provide proof of Alabama residency

**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<sup>®</sup> test. A signed court order does not require the student to present a Certificate of Exemption, Exit Interview Form, nor Parental Permission Form to be enrolled into an Adult Education program or to be administered the GED<sup>®</sup> Test.