

GED® Testing Process for Alternative Education Students

(pursuant to KRS 158.143)

PREPARATION

- Alternative Education Student is defined for this process per KRS 158.135(1). Alternative Education Students are subject to compulsory attendance law per KRS 159.010.
- Staff, school district, and other interested parties assess if the GED® exam will meet the student's needs and conduct instruction.
- The student remains enrolled in the school district and is not served by Kentucky Adult Education.
- The school determines when the student has made sufficient progress to pass the Ready™ tests.

MyGED Account

- School creates a MyGED account for the student via ged.com. All Ready™ and GED® testing is scheduled using this account.

READY TESTING

- Student may take the GED Ready™ tests without age alert approval.
- Student must pass at least one Ready™ test prior to age alert approval.

DOCUMENTATION PRIOR TO GED® TESTING

- School completes Sections 1 and 5 of the KYAE Documentation of Withdrawal form in ink.
- School attaches a letter on school letterhead signed by the superintendent declaring intention to GED® test (letter template attached).
- These two pieces of documentation are scanned and emailed to the GED® Administrator™ at ged@ky.gov.
- If the documentation is correct, the GED® Administrator™ will lift the age alert on the student's MyGED account. If there are errors, the Administrator will notify the sender of the need for corrections.
- Once approved, the Administrator will notify the sender that the age alert has been cleared and that the student may proceed to GED® testing.

GED® TESTING

- Student is scheduled for the GED® Tests with the GED® testing center most convenient to the school.
- GED® Testing is scheduled through the student's MyGED Account.
- Student tests in the testing center in accordance with Pearson VUE testing policies.

SCHOOL LETTERHEAD

[DATE]

TO: Dr. John Gregory, GED® Administrator

RE Student:

DOB:

School ID#:

Concerning Alternative Education Program Placement / Enrollment SY22

The student listed above is an alternative education program student and enrolled in **[name of program]**, a program within **[name of school district]**, effective **[date]**. The student is at least seventeen (17) years of age and is not on track to graduate as defined by local board of education policy, in accordance with KRS 158.143.

During this enrollment, **[name of student]** has been actively pursuing the GED.

If you need additional information, please do not hesitate to contact one of the current counselors directly:

[Counselor Name]

[Counselor Email]

Sincerely,

[Name and Signature of Local Superintendent]