

(Mandatory for all 16 and 17-year-olds)

Enrollment Procedures for Local Adult Education Programs

Definition

For the purpose of these procedures, an *Underage Youth* is an individual who is sixteen (16) or seventeen (17) years of age who has officially withdrawn from public, private, or home school. In the event that the individual's class has graduated, the individual will be exempt from any additional enrollment procedures if an official letter from the last school attended (printed on the institution's letterhead and signed by the superintendent or designee) is submitted as verification.

Eligibility for Program Enrollment

Underage Youth are eligible for enrollment into a state approved adult education program provided they do the following:

1. Complete the first page of the *Underage Youth Application for Program Enrollment and Permission to Take the GED® Test* application and submit it with one of the following documents.
 - A. Public School and Private School applicants:
 - a. An official withdrawal document from the last school attended by the applicant.
 - b. A letter from the superintendent or designee indicating that the applicant is not currently enrolled or was never enrolled in the local school system.
 - B. Home School applicants:
 - a. The Underage Enrollment Affidavit for Home School Students

The following documents will be accepted in lieu of an official school withdrawal form or letter.

- Court Order/Adjudication (e.g. documentation of an assignment from Juvenile Justice)
 - Approved Special Program (e.g. enrollment documentation from Job Corps, Youth Challenge)
2. Provide a completed **Parent/Guardian Permission to Enroll/Take the GED® Test** section. The following are exemptions to the parental signature requirement:
 - A. The applicant is married (documentation required);
 - B. The applicant is emancipated (documentation required);
 - C. The applicant is court ordered/adjudicated (documentation required); or
 - D. The applicant is enrolled in a special program for at-risk students, e.g., State and Federal Social Service Agencies, Youth Challenge and private providers (documentation required).
 3. Provide legal identification with *proof of age*. Identity and age must be verified using photographic identification. The acceptable forms of identification are driver's licenses, passports, identification cards (military, school and government issued) including forms of identification provided by the Department of Driver Services to non-drivers which shows name, address, date of birth, signature and a photograph.

Exceptions to the requirement for a photograph may be made on religious grounds when sufficient documentation for such an exemption is provided to the Program Administrator or Designee. Other exceptions must be approved by the Program Administrator.

Approval for Program Enrollment

Upon receiving the completed paperwork (page 1) and the appropriate supporting documentation, the program administrator or designee should complete the **Adult Education Program Enrollment Approval** section to enroll the student.

NOTE: Applicants need to complete the *Underage Youth Application for Program Enrollment and Permission to Take the GED® Test* form and provide the supporting documentation only once. **Originals of these documents should remain in the student permanent record at the adult education program.**

Recommendation and Approval for GED® Testing

16 and 17 year olds can receive a recommendation to take the GED® Test in two ways:

<ol style="list-style-type: none"> 1. Score at least a 6.0 GE on TABE 11&12 Reading (536+) and Math (537+) and 2. Score at least 150 on two GED Ready™ Tests or 60% on two of Aztec’s GED Practice Tests. 3. Agree to maintain enrollment in the adult education program through the successful completion of GED® Testing. 	<ol style="list-style-type: none"> 1. Complete TABE 11&12 Reading and Math pre-tests and 2. Score at least 150 on all four GED Ready™ Tests or 60% on all four of Aztec’s GED Practice Tests. 3. Agree to maintain enrollment in the adult education program through the successful completion of GED® Testing.
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Upon successful completion of the requirements for consideration for GED® testing, the TCSG/OAE adult education program* should:

1. Complete the **Recommendation to Take the GED® Test** and **Approval to Take the GED® Test** sections;
2. Print a report of **Aztec GED® Practice Test scores** for applicable students and submit them with the Request form. GED Ready™ scores do not require submission since they are accessible to the Georgia GED® testing staff for verification.
3. Complete the *Request for GED Testing Approval* form and fax it to the Georgia GED Testing Program (GaGTP) at 404-679-4911 for final approval. Allow 2 business days for processing.
 - A. The student will receive an email from the GED Testing Service® with scheduling instructions when he/she is approved.
 - B. The Georgia GED® Testing Office will fax the *Request for GED Testing Approval* form back to the program indicating approval status. Be sure to include a fax number, contact person and phone number on the form.