September 5 & 6, 2018

Hello
I am Rae Smith. I am the Kentucky GED Administrator™.
Today we are going to talk about the youngest GED® test-takers and the documentation needed to allow them to test.
Currently half the requests received have errors. Today we will learn how to avoid the most common errors.

Age waivers are required for 18 year olds because the goal we have for the GED® testing program is the same as the goal K-12 educators and administrators have--we want all students to have the opportunity to earn a traditional high school diploma. It is only when all options to earn that traditional high school diploma have been exhausted that we want to offer the second chance to high school completion, which is the GED® test.
There are laws involved—a state law, a Kentucky regulation, and a federal law. The state law is Kentucky’s compulsory school attendance law. The GED® eligibility regulation has been updated to reflect the current age for compulsory school attendance, age 18, and includes the requirements for taking the GED® test in Kentucky. Skills U programs have eligibility guidelines for their services that are spelled out by WIOA.
Expelled children are not exempt.
Children moving from another state are not exempt.
You can find a list of the Kentucky Board of Education certified non-public schools in Kentucky at the KDE website at https://education.ky.gov/federal/fed/Pages/Non-Public-Schools.aspx
Currently, no online schools appear on that list.
People sometimes find themselves in complicated circumstances. For questions about compulsory school attendance in Kentucky, here is contact information.

Questions about Compulsory School Attendance:

**Christina Weeter**, Director
Division of Student Success
Kentucky Department of Education
Christina.Weeter@education.ky.gov
(502) 564-4772 x 4067
or

**Whitney Crowe**, Policy Advisor
Whitney.crowe@education.ky.gov
Kentucky also has a test readiness requirement—must pass official practice test with the same scores required to pass the GED test. However, today we are dealing with age issues.

Today we are going to address age issues and touch on residency and ID requirements.

Those incarcerated at 18 must submit documentation of incarceration—booking document or information from online inmate list. Job corps and ChalleNGe programs submit proof of enrollment in program.
No F1 Visa- Those individuals can test but not receive instruction at adult ed programs.
Here are some differences between adult ed eligibility and GED eligibility that can cause issues.

**Residency:** Must have KY ID or, if an out-of-state ID is presented, must show proof of KY residency to test. To be served at adult ed center, a person can live, work, or go to school in KY.

**Age:** Unless someone is a graduate of an accredited 4-year high school, adult ed cannot serve until age 18. State agency children can test at age 17, but are not eligibility for adult ed services because they are required to be enrolled in school.
Let’s talk about the documentation requirements for an age waiver. Note that we are talking primarily about what is needed for those age 18 to test.

We need certification from the local school district where the person currently lives that the student has exited school. The documentation of withdrawal form can be found at MyGED® under the age alert. It is also available on the KYSU website and as a handout from this presentation.

This, or corresponding school forms, are needed for all 18 year olds except for those incarcerated at age 18 or in a job corps.
This is one of the top three reasons the age waiver cannot be granted.
Don’t submit before student has MyGED® account.
Don’t wait until day before student wants to test.
How to submit form.
If you want to email, leave out the SSN.
Directions for what to complete under each of the following circumstances:
• Exited school
• Withdrew to homeschool
• Withdrew fewer than 90 days ago and want a waiver for the wait period
Need the date the student exited school without the requirement to enroll in another school.
Infinite campus provides access to info. if student has not been enrolled in the school district where they currently live.
**One of the top three reasons waiver cannot be granted is that the withdrawal date is prior to the student’s 18th birthday.**
If the withdrawal date is prior to the student’s 18th birthday, ask if the student withdrew to homeschool or if the student withdrew to move to another school district. The “rest of the story” is needed.
If documentation is submitted on page 2 of the form, please include the student identifying information. Sometimes, only page 2 has to be submitted.

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, Middle Initial or Maiden Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth (Month/Day/Year)</td>
</tr>
<tr>
<td>Current Address (Street/Number/Apartment)</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

If a student withdrew from school and it has been more than 90 days since the student exited, only page 1 has to be submitted.
If the local DPP signed in section 2 of the form, there is no reason to have that official sign again in section 3.

The student can put in the end/completion of homeschool date and sign in section 3.

**One of the top three reasons waiver cannot be granted—end/completion of homeschool prior to 18th birthday or fewer than 90 days ago.**

Kentucky has no approved exit/graduation from homeschool. Those students may be allowed to enroll in college, but they cannot take the GED® test until they are 1.) age 18 and 2.) have waited 90 days or obtained the signature of the local school superintendent or designee to waive the 90 day wait period.
And here is where the superintendent or designee signs to waive the 90-day wait period. This only has to be signed if it has been fewer than 90 days since the student, from either a traditional high school or homeschool, exited school. Some people submitting this form have this signed for every student—it is not needed unless the student has been withdrawn for fewer than 90 days.

A court order, submitted with this form, can substitute for the superintendent’s signature to waive the 90-day wait period.

A court order will not waive Kentucky’s compulsory school attendance law;
A court order does not waive Kentucky’s age requirements for the GED test;
A court order does not waive Kentucky’s requirement to pass the Ready tests;
But a court order **WILL waive the 90-day wait period**
Since the Kentucky Skills U programs cannot serve state agency children, you will not have students that need this section completed. Please have the custodians of state agency children contact me directly.

Section 5: State Agency Child or Youth in Juvenile Detention

Name of school district where the student currently resides: __________________ County: ______________

I grant permission to take the GED® test to the applicant named above who is in the selected exempt group listed below:

☐ State agency child—must have the local school superintendent sign below and submit a letter documenting that the Service Region Administrator or designee has been notified of the intent to take the GED® test.

☐ Youth in juvenile detention center or school under the Department for Juvenile Justice—must have the local school superintendent sign below and submit an additional DJI-GED® form. Email GED@ky.gov to request the form.

Print Name and Title: ___________________________ Date: ______/____/____

Signature of Superintendent or Authorized Designee: ___________________________
Here is Sebastian.
He turned 18 in January and in February he dropped out of school. It is now September.
Sebastian has created an account at GED.com.
He received some alerts at GED.com that told him he would have to take the practice tests and he even took and passed a couple of the GED Ready™ practice tests. But he can’t schedule the GED® test. He gets a notice that he has an age alert.
Here is the age alert at MyGED®.
What documentation is needed?

- Withdrawal from school in section 2 signed by school official.

What documentation does Sebastian need?
He needs certification of withdrawal from school in section 2, signed by the school official where he currently lives.
Once the completed documentation is submitted to our office, it typically takes one day for a response.
Once approved, Sebastian receives an automatic email from GED Testing Service telling him he can now schedule his GED® test if he has passed the practice test.

If we receive a cover sheet with the documentation of withdrawal form with the name of the adult educator and contact information, we also try to inform the adult educator by email when the age waiver has been approved.

For Sebastian this has been a straightforward process. He just had to get the DPP to sign and put in his withdrawal date on the Documentation of Withdrawal form.
Let’s look at Alex. Alex turned 18 in July and dropped out in September. That was this month! Even though she is 18, Alex still has to submit proof of withdrawal from school and wait the 90-days or have the superintendent waive the 90-day wait period. We have given the superintendent guidance about some of the reasons a waiver of the 90-day wait period can be granted: postsecondary enrollment, medical reasons, employment, family circumstances, and other. Whether to waive the 90-day wait period is really at the discretion of the school superintendent. After 90 days, which is the time period during which the school is to counsel with Alex and try to get her to reenroll, she can go ahead and take the GED® test without any additional permission from the superintendent. If she waits 90 days, Alex, like Sebastian, will only need page 1 of the Documentation of Withdrawal form. However, if Alex wants to take the GED® test before the end of the 90-day wait period, she will have to have the superintendent or designee sign the waiver of the 90-day wait period in section 4 and submit that with her withdrawal date and the signature of the DPP in section 2.
What documentation is needed?

- Certification of withdrawal from school in section 2, signed by the DPP of the school district where she currently lives.
- Signature of local school superintendent or designee in section 4 to waive the 90-day wait period.
Here is Austin. Each year there are students like Austin who complete 12th grade and then find out they are a few credits short or something happens at the end of the school year that prevents them from graduating. Austin should check out his options and see if he could return to school or enroll in a credit recovery program to complete his credits. If he decides to go the GED® route, he will need documentation from the school that he is no longer enrolled. He also would have to wait 90 days or get the superintendent’s approval to waive the 90-day wait period. Most students in this circumstance are able to get approval if the GED® option is the best one for the student.
Here is another common circumstance.
This is Shelby.
Shelby moved.
1.) If she moved from another state, she may be surprised to learn that, if she is younger than 18, she will have to enroll in school in Kentucky until she is age 18, even if she started taking the GED® test in her former state.
2.) If she moved within KY and is already 18, she may have failed to enroll in school after she moved.
The local school district where she currently resides can certify that she has not been enrolled for the last 90 days or never been enrolled. If she moved within KY, using Infinite Campus, the DPP should be able to provide the last known enrollment date. Going to the school district where she currently lives will give Shelby the opportunity to make contact with the local school district. She may discover they have a credit recovery program or a virtual high school that will help her graduate on time....with a traditional high school diploma.
Here is Brittany. Brittany withdrew to home school and now she would like to take the GED® test. Brittany cannot end/complete homeschool until her 18th birthday. She might be able to enroll in college prior to that time, but for the purpose of taking the GED® test, she cannot certify the end/completion of homeschool until her 18th birthday. Brittany still has to wait 90 days or have the superintendent sign to waive the wait period. Brittany will need section 3 of the Documentation of Withdrawal form completed. If she does not want to wait 90 days before she tests, or it has not been 90 days since her 18th birthday, she will have to request the superintendent’s signature in section 4 to waive the 90-day wait period.
What documentation is required?

- DPP at local school district where she currently lives signs in section 3, which is for homeschool.
- Brittany or her homeschool parent indicates the end/completion of homeschool date in section 3 and signs the form. This date cannot be prior to her 18th birthday.
- If it has been fewer than 90 days since the end/completion of homeschool, Brittany will need the signature of the local school superintendent or designee in section 4 to waive the 90-day wait period.

If DPP previously signed in section 2, no need to sign again in section 3 as long as both pages are submitted.
State agency children are children under the supervision or in the custody of the Commonwealth and who are being served by the Department for Juvenile Justice, the Cabinet for Families and Children or DBHDID. Those seeking the GED® credential come almost exclusively from either DJJ or DCBS. Since many alternative school fall within this category, I included the link to the directory to find out the agency supervising those schools.
I would also like to talk about some special ID issues. As you know, government-issued photo ID is required for admittance to testing. If your Skills U center serves a halfway house, you may have learned that those in halfway houses are not allowed to have government-issued photo ID. Because of this and some other special populations with ID issues, such as DJJ, job corps, and some inmates, Kentucky had alternate ID documents approved by Pearson VUE for entry to the GED® test. The templates for these documents are available to the Skills U centers from our office. You can request the templates by emailing GED@KY.gov.

If you have a student that will be presenting one of these alternate ID documents to the testing center, please contact the testing center in advance of the test date. Even though the information is available to the test administrators at VUE Support Services, not all test administrators may be familiar with the documents. If the test administrator has questions about the alternate ID document, please have the administrator contact me directly. We want all issues about the ID document to be resolved in advance of the student’s test date.
You should now have the information you need to avoid the most common errors when helping students submit requests for age waivers:

- Student must have account at MyGED® before the age waiver request is submitted
- Student’s withdrawal date cannot be prior to the student’s 18th birthday; if it is, get the rest of the story. Did the student move? Did the student withdraw to homeschool?
- For a homeschooled student, the end/completion of homeschool date cannot be prior to the student’s 18th birthday.
  - Just as it is for any student, homeschooled or traditional, if it has been fewer than 90-days since the end/completion of homeschool, the student will need to wait 90 days or have the signature of the local school superintendent or designee in section 4 of the form to waive the 90 day wait period.