## State GED® Office

GED@KY.gov

FAX 502-696-5863

### GED MANAGER™

To request GED® Manager access for yourself and members of your staff:

• Send the request with the name, program county name, and email address of the person requesting access.

#### MyGED<sup>®</sup>

To combine a student's duplicate MyGED records:

• Send the request with the student's name, date of birth and the email address that should be used for the combined record.

To release or retrieve a record from a correctional testing center:

• Send the student's name, date of birth and the email address that should be used on the record.

To obtain assistance for a student who has forgotten his MyGED account information:

• Send the student's name and date of birth.

Refer parents and students for answers about GED® test eligibility or get answers for yourself. Submit documentation of withdrawal to obtain an age waiver.

Rae Smith Kentucky GED Administrator®

Direct: 502-892-3058 Main: 502-573-5114



# Transcript and Credential Service

#### Diploma Packets

- Issued on Tuesdays and Fridays.
- Mailed to the address on student's MyGED account.
- Name on the diploma is as it appears on the student's MyGED account.
- Returned diploma packets are retained for at least 6 months.

### Transcripts or Verification

- Request at GED.KY.gov
- Sent by mail, email, or FAX.
- Processed day request received.
- Pay online.
- \$10 for transcript or verification.
- \$25 for diploma (sent by mail only).

Transcripts free for correctional centers. Please have the education officer or teacher at the institution contact us at GED@ky.gov for directions!

