

Attachment D to Info. Memo No. 111

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120

SUPTS. MEMO NO. 36  
March 3, 2000

INFORMATIONAL

TO: Division Superintendents

FROM: Dr. Jo Lynne DeMary  
Acting Superintendent of Public Instruction

SUBJECT: Clarification Regarding **GED Testing** Eligibility

Regulations and guidelines governing GED testing appear in numerous documents. For purposes of clarification, this memorandum summarizes current regulations and guidelines for GED eligibility in Virginia. All previous SUPTS. MEMOS addressing this issue should be disregarded.

AGE:

An applicant must be at least 18 years of age and out of school. Under special circumstances the age limit may be lowered if an applicant 1) has been officially withdrawn from school, 2) meets all requirements for home schooled youth, 3) meets the requirements for youth granted an Individual Student Alternative Education Plan (ISAEP), or 4) meets the requirements for youth currently enrolled in alternative education programs. Under no circumstances is an individual under the age of 16 eligible for testing. A summary of the regulations for underage eligibility in categories 1-4 follows:

**1) Officially Withdrawn From School**

Applicants must provide one of the following:

- a) A letter from an official of the regular day school last attended stating that the applicant has been officially withdrawn from school for a period of one year; or

- b) A letter from an official of the regular day school last attended stating that the applicant has been officially withdrawn from school for a period of six months and a letter stating that the applicant has successfully completed an approved alternative course of study; or
- c) A letter from an employer or an admissions officer of an institution of higher learning or post-secondary training institution stating that the applicant meets all the requirements for employment or admissions with the exception of a General Educational Development certificate, and a letter from an official of the regular day school last attended recommending that the applicant be tested.

*A division superintendent's recommendation supersedes a-c of the above requirements.*

***Emancipated applicants who are out of school are subject to the requirements outlined, or must have a superintendent's recommendation.***

## **2) Home Schooled**

Applicants under 18 years of age, but at least 16 years of age, should provide a letter from the school division superintendent certifying that the applicant has completed an approved home instruction program.

Any additional written requirements promulgated by the local school board for applicants in this category shall be binding.

## **3) Receiving Services through an Individual Student Alternative Education Plan (ISAEP)**

***Applicants for whom an ISAEP has been developed may take the GED examination if a letter from an official of the local school division is submitted stating the applicant meets the following provisions:***

- a) the applicant has an ISAEP; and

b) the applicant has earned a minimum standard score of 45 on each subtest of an official GED practice test.

**4) Enrolled in Alternative Education Programs**

***Applicants who are enrolled in the public schools may take the GED tests if a letter from an official for the regular day school is submitted stating that the applicant meets the following provisions:***

- a) the applicant is currently enrolled in an alternative or drop-out prevention program;
- b) has been enrolled in such programs for at least six months;
- c) is within 90 days of completion of a program which will result in the acquisition of marketable skills; and
- d) the applicant's class is within 90 days of graduation.

***Applicants must satisfy all requirements, a-d. The division superintendent may not waive any of the above requirements for any applicant.***

**RESIDENCE:**

An individual must be a resident of the state of Virginia. There is no length of residence required. Non-residents involved in Virginia adult education or workplace programs may be eligible for testing.

**APPLICATION:**

A Virginia resident must make application in the school division in which he/she lives, although an applicant may take the GED in any official test center. Since nearly all centers pre-register and have assigned seating, the local administrator of GED applications should make arrangements for the candidate at the center of his/her choice.

Please direct questions to Bob MacGillivray, specialist, Office of Vocational and Adult Education Services, at (804) 371-2333.

JLD/RAM/lgh