

Enrollment Procedures for 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procedures, an *Underage Youth* is an individual who is sixteen (16) or seventeen (17) years of age who has officially withdrawn from public, private, or home school.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 program provided they do the following:

1. Complete the *Underage Youth Application for Program Enrollment* and submit it with one of the following documents.
 - A. An official withdrawal document from the last school attended by the applicant, or
 - 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, or
 - C. If they are a Home School Applicant, an 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., a document issued by a judge or court)
 - Approved Special Program (e.g., enrollment documentation)
2. Provide a completed **Parent/Guardian Permission to Enroll** section. The following are exemptions to the parental signature requirement:
 - A. The applicant is married (documentation required); or
 - B. The applicant is emancipated (documentation required); or
 - C. The applicant is court ordered/adjudicated (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 application 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* form and provide supporting documentation only once. **Originals of these documents should remain in the student permanent record at the adult education program.**

Requirements for 16 & 17 year-olds to Take the GED® Test or HiSET® Exam

Effective Date July 1, 2023 | Supersedes and replaces all prior versions

16 & 17 year-olds must complete specific requirements to gain permission to take the GED® Test or HiSET® Exam in Georgia.

Step One: Register with a state-approved program. They provide free test preparation services, and they will ensure you are academically prepared to test.

Step Two: Work with the state-approved program to choose the right high school equivalency test for you, and meet the minimum requirements for the test you choose.

Step Three: Agree to maintain enrollment in the state-approved program until you have successfully completed your GED® Test or HiSET® Exam, as outlined by the state approved program you attend. After successful completion of these requirements, the program will submit a request to the Georgia High School Equivalency office for a testing approval.

Step Four: The request is usually completed within 2-3 business days and the decision status is reported directly to the program. For the GED® Test, you will receive an email from the GED Testing Service® with scheduling instructions. For the HiSET® Exam, the underage override is immediately posted in your MyHiSET account and the tests may be scheduled.

GED® Test

- The state-approved program that you attend will proctor TABE 11&12 and the GED Ready™ or the Aztec GED® practice tests.** These tests *must* be administered by program staff. Scores earned outside of the program cannot be used.
 - GED Ready™** - With your teacher's assistance, create a profile on the MyGED™ portal at www.ged.com. Then, take the GED Ready™ practice test.
 - Aztec's GED® Practice Test (if available)** – With your teacher's assistance, create a login/password. Then, take a GED® Practice Test. A score of 75% on each subtest demonstrates your ability to pass the GED® Test.
- Meet the minimum test scores below to demonstrate your test readiness for the GED® Test. There are two options.**

Option 1:

Score at least a 6.0 GE on TABE 11&12 in Reading (536+) and Math (537+)



Score at least **150** on **two** GED Ready™ Tests
OR
75% on **two** of Aztec's GED Practice Tests

Option 2:

Complete TABE 11&12 Reading and Math pretests



Score at least **150** on **all four** GED Ready™ Tests
OR
75% on **all four** of Aztec's GED Practice Tests

HiSET® Exam

- The state-approved program that you attend will proctor TABE 11&12 and the HiSET® Official Practice Test.** These tests *must* be administered by program staff. Scores earned outside of the program will not be considered for testing approval.
 - HiSET® Official Practice Test** - With your teacher's assistance, create a MyHiSET profile at <https://hiset.ets.org/test-takers> you should note the HiSET ID assigned to you. Then, take the **HiSET® Official Practice Test**.
- Meet the minimum test scores below to demonstrate your test readiness for the HiSET exam. There are two options.**

Option 1:

Score at least a 6.0 GE on TABE 11&12 in Reading (536+) and Math (537+)



Earn a minimum score on any **two subjects** from the HiSET Official Practice Tests chart below

Option 2:

Complete TABE 11&12 Reading and Math pretests



Earn a minimum score on **five subjects** from the HiSET Official Practice Tests chart below

Subject	OPT10	OPT9	OPT8	OPT7
Reading	18	16	17	15
Writing +Essay	15+2	16+2	11+2	15+2
Math	10	8	7	10
Social Studies	16	16	12	16
Science	15	16	13	15