Request for Approval to Test
General Educational Development (GED) Certificate

TO BE COMPLETED BY APPLICANT (print in blue or black ink)		
Applicant Name (Last, First, Full Middle)	Social Security Number	Birth Date
Home Street Address		Home Phone
City	State	Zip
Last School Attended		
Parent/Guardian Name		
Signature of Applicant	Signature of Parent/Guardian (if available)	
I grant permission for my GED testing data to be released to the school district for statistical purposes.		

INSTRUCTIONS

Applicants 16 years of age and under 19 years applying for a release to take the GED test and to receive a Certificate of Educational Competence may do so by contacting their home school district; they will be referred to the designated employee(s) for that district. The designated employee(s) must determine if the applicant has substantial and warranted reason for leaving the regular high school program per the Washington Administrative Code (WAC). Applicant is released to take GED preparatory instruction upon his/her request.

TO BE COMPLETED BY DESIGNATED EMPLOYEE(s)

APPLICATION APPROVAL (must check one box)

- ☐ **APPLICATION APPROVED.** As the designated employee, I certify that the applicant is eligible for the Certificate of Educational Competency by reason of age and residence, and that she/he meets one of the required criteria per WAC.
- ☐ **APPLICATION DISAPPROVED.** Comments:

Signature of Designated Employee(s)	
Printed Name	Date
School District Name	

Submit completed application form to testing center where GED testing will take place.
Do not return directly to SBCTC.

Applicable Washington Administrative Codes (WACs)

WAC 180-96-035 DESIGNATED EMPLOYEE-DEFINITION. As used in this chapter "designated employee" means that individual or individuals empowered by the board of directors of the district to determine eligibility to take the GED test.

WAC 131-48-100 ELIGIBILITY TO TAKE GED TEST. The following individuals shall be eligible to take the General Educational Development test in official testing centers, provided they are not enrolled in a public, private, or home-based high school or high school completion program at the time the test is administered:

(1) Any person age nineteen or over who has not graduated from a public or private high school.
(2) Any person between the ages of sixteen and nineteen who has not graduated from a public or private high school and who has been adjudged by a school district in accordance with rules of the State Board of Education to have a substantial and warranted reason for leaving the regular high school education program.
(3) Any student age sixteen or over who has completed an Education Center individual student program in accordance with the provisions of chapter 392-185 WAC.
(4) Any person between the ages of sixteen and nineteen who has not graduated from a public or private high school, and who has completed a program of home-based instruction in compliance with RCW 28A.225.010(4) as certified by the written and notarized statement of the parent(s) or legal guardian(s) who provided the home-based instruction.
(5) Any person who is an active member of the military, national guard, or reserves.
(6) Adjudicated youth under the director prisons, jails, detention centers, parole and probation offices, and other corrections facilities while enrolled in school if so ordered by a court or officer of the court.

WAC 131-48-110 ELIGIBILITY FOR AWARD OF CERTIFICATE OF EDUCATIONAL COMPETENCE. The Certificate of Educational Competence shall be awarded by the State Board for Community and Technical Colleges and the Superintendent of Public Instruction to persons who achieve the minimum proficiency level on the General Educational Development test and who meet the following:

(1) Are residents of Washington State; and
(2) Are nineteen years of age or older on the date of issuance; **or**
(3) Have been adjudged by a district as possessing a substantial and warranted reason for leaving the regular high school program, **or**
(4) Have completed a program of home-based instruction in compliance with RCW 28A.225.010(4) and chapter 28A.200 RCW, **or**
(5) Are active members of the military, national guard, or reserves, **or**
(6) Are adjudicated youth under the director of prisons, jails, detention centers, parole and probation offices, and other corrections facilities and so ordered by a court of officer of the court.

WAC 180-96-045 SUBSTANTIAL AND WARRANTED REASON FOR LEAVING THE REGULAR HIGH SCHOOL EDUCATION PROGRAM — DEFINITION. As used in this chapter, the term "substantial and warranted reason for leaving the regular high school program" means one or more of the following:

(1) Personal problems which seriously impair the student's ability to make reasonable progress toward high school graduation.
(2) A financial crisis which directly affects the student and necessitates the student's employment during school hours.
(3) The lack of curriculum and instruction which constitutes appropriate learning experiences for the student.
(4) The inability or failure of the school of attendance to adjust its program for the individual or otherwise make arrangements for enrollment in an educational program in a manner which enables the student to advance toward graduation with reasonable progress and success.
(5) A determination by the designated employee that it is in the "best interest" of the student to drop the regular high school program for one of the following purposes:
   (a) Enter a post secondary institution. (b) Enter the military. (c) Engage in employment.
(6) PROVIDED, That no person under eighteen years of age (i.e., minor) shall be adjudged to have a substantial and warranted reason for leaving school unless the minor's parents, guardian, or legal custodian, if available, agrees that dropping school is in the best interest of the minor.

WAC 131-48-050 MINIMUM PROFICIENCY LEVEL — DEFINITION. "Minimum proficiency level in Washington state is that set by GED Testing Service, part of the American Council on Education." Currently the minimum proficiency level is a standard score of at least 410 on each of the five portions on the General Educational Development test AND an average score of at least 450 on the entire test.

WAC 180-96-040 REGULAR HIGH SCHOOL EDUCATION PROGRAM — DEFINITION. As used in this chapter, the term "regular high school education program" means a secondary education program operated pursuant to chapter 180-50 and 180-51 WAC leading to the issuance of a high school diploma.

WAC 180-96-050 RIGHT TO APPEAL. The following shall govern the finality of decisions of the designated employee:

(1) If the decision of the designated employee is that the applicant has a substantial and warranted reason for leaving the regular high school program, the decision of such designated employee shall be final.
(2) If the decision of the designated employee is to deny the existence of a substantial and warranted reason for leaving the regular high school program, the applicant shall have the right to appeal the decision to such board of directors in accordance with procedures adopted by the board of directors. The board of directors shall issue a decision within thirty calendar days of receipt of any appeal.
(3) If a decision has been made by the board of directors of the district, such decision shall be final subject to an appeal to a court of law pursuant to RCW 28A.645.010.