

HOW TO REQUEST AN OFFICIAL GED® TRANSCRIPT

The GED transcript is official documentation of earning a GED credential. The official transcript is needed to show proof of GED attainment for employment and entry to postsecondary education.

Individual Requests

Fee for Replacement Documents

- There is a \$10 processing fee for an official transcript.
- A replacement diploma, a keepsake, is available for \$25.

Two ways for an individual to request an official transcript:

1. **Online** at <https://GED.ky.gov>
 - Pay fee with credit, debit, or prepaid VISA or MasterCard.
 - Sign electronically, if GED record holder.
 - Tell KYAE where to mail the transcript.
2. **Pick up in person** at the KY Adult Education office located at 1024 Capital Center Drive, Suite 250 in Frankfort, KY.
 - Come between 8:30 - 11:30 a.m. or 1:30 - 4:00 p.m. Monday-Friday except for state holidays.
 - Bring government-issued photo ID.
 - Pay fee with credit, debit, or prepaid VISA or MasterCard.

eTranscript

GED graduates that passed the GED Tests in Kentucky after 1985 can print an eTranscript for employment or entry to postsecondary education by going to <http://GED123.org> and entering their Access Code. The eTranscript option is on a tab above the screen with the scores. The eTranscript includes information for the employer or school so they can verify the scores.

If the GED graduate does not have their Access Code, they will have to order an official transcript from Kentucky Adult Education. Those requesting a transcript will receive both an official transcript and a sheet with the Access Code and information about how to print an eTranscript. Access Codes are not available from local GED Testing Centers or adult education centers.