



Probation and Parole Officer's GED® Fact Sheet

Verification for Pre-sentencing Investigation

During completion of the PSI report, submit a verification request to Kentucky Adult Education (KYAE) on each inmate that indicates whether or not they have earned a GED diploma. *Do not accept inmate copies.* Please do not submit requests for high school or college certification. Please submit:

- Cover sheet on official letterhead requesting verification of the offender's GED pass status and asking for a waiver of the \$5 processing fee.
- Signed release of information from the offender. The release of record form may be one used by Probation and Parole or the KYAE form attached.
- The transcript request form is attached. In the section marked: "Please check all that apply," please indicate that the request is for verification and ask for fee waiver.
- The letter, signed release and form may be faxed to Kentucky Adult Education at (502) 573-5436.
- KYAE will fax a response indicating if the offender does or does not have a GED diploma. If the diploma was issued, it will state the date.

Verification for Educational Good Time

If the inmate did not have a GED diploma, has passed the GED Tests while incarcerated and is applying for educational good time:

- Contact KYAE if the tests were taken within the last six months.
- Complete the process outlined above.
- Contact Martha Slemper, Martha.Slemper@ky.gov, or (502) 564-6490 if the passage of the GED Tests was longer than six months ago.

Needing a GED Transcript for Probation

If the inmate is going to be on probation, does not have access to the copy of the GED transcript originally mailed to the inmate and needs the transcript for employment or postsecondary education, please submit:

- A letter on official letterhead requesting a transcript and ask for a processing fee waiver.
- Signed release of information from the offender. The release of record form may be one used by Probation and Parole or the KYAE form attached.
- Mark transcript and ask for the processing fee waiver.
- Fax the transcript request form to Kentucky Adult Education.
- KYAE does not waive the fee for duplicate diplomas.

Requesting GED Information From Other States

If the inmate took the GED Tests in another state, please contact that state. To find the GED state contact, please visit the following Web site: www.gedtest.org, select "contact your jurisdiction's GED Administrator".



Kentucky Adult Education
Council on Postsecondary Education
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