



## Instructions for Submitting a GED Report of Scores Request

### (To obtain Your Alabama GED Test Results for Admission to LSCC)

- **If I took the GED test in Alabama, where are my records located?**
  - Official GED score reports for students who received the GED in Alabama are available through the Alabama Department of Postsecondary Education, P.O. Box 302130, Montgomery, Alabama, 36130.
- **Must I sign a release form to have my GED test results distributed?**
  - If you passed the GED in Alabama, the release of your GED information is prohibited without your written authorization. *\*Other states may have different policies and / or methods to acquire GED results.*
- **How do I provide an educational institution (LSCC) a copy of my Alabama GED Test results?**
  - Note that you are responsible for ensuring that your GED test results have been received by our office.
  - If requested for educational reasons, original Official Alabama Reports of Scores or Official Transcript of GED Tests Results must be requested *one of two ways*:

#### 1) You can request that your GED test results be mailed directly to us from the Alabama Department of Postsecondary Education.

- Complete a GED Form 3 (PDF version) <http://www.accs.cc/pdfs/ged/forms/gedform3.pdf>
- Mail the form and the \$10 fee to the address shown on the *GED Form 3*.
- The Department of Postsecondary Education does not accept personal checks or credit cards. Payment must be made with cash, a money order or a certified bank check in the correct amount and payable to GED Testing Program. Return completed *GED Form 3*, *copies of required identification*, and *payment* to: GED Testing Program, P.O. Box 302130, Montgomery, AL 36130. \*\*\*Priority or Express mail address: 135 S. Union Street, Montgomery, Alabama 36104\*\*\*

#### 2) You can request that we submit your completed *Request for Official GED Transcript* form to the Department of Postsecondary Education. This form, entitled, *Request for Official GED Transcript* may be downloaded from the LSCC website at: <http://www.lawsonstate.edu/Admissions/dpegedrequest.pdf>

- Visit one of our Admissions Office locations and ask an Admissions Office staff member to provide you a *Request for Official GED Transcript form* or print the form from our website at home and bring both pages with you during your visit.
- Complete blank portions of the form and submit it to an LSCC Admissions Office staff member.
- Your form will be scanned into our imaging system and electronically sent to the Department of Postsecondary Education.
- Requests sent from our office do not require the \$10 fee.
- Note that *you* are responsible for ensuring that the Department of Postsecondary Education (DPE) provides us your GED test results. To determine if GED Test results have been sent to us by DPE, please call 334-293-4574. To determine if your GED Test results have been received by the Lawson State Community College Admissions Office, please call 205-929-6309 or 205-929-3415.

If you obtained your GED in Alabama on or after July 1, 2002, you are eligible for a free course. To submit a request and read the restrictions, please visit: <http://www.formstack.com/forms/?1087011-DYV1LUx47q>

**ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION  
GED TESTING PROGRAM**

P.O. BOX 302130 • MONTGOMERY, AL 36130  
PHONE: 334-293-4570 • FAX: 334-293-4575

**REQUEST FOR AN OFFICIAL GED TRANSCRIPT**

<b>ACCS Institute Requesting GED Transcript</b>		
ACCS School: Lawson State Community College, Admissions Office		
Address: 1100 9th Ave. S.W.		
City: Bessemer	State: AL	Zip Code: 35022
Phone: 205-929-3415	School Official: Ms. Audra Streeby	

<b>Student Requesting GED Transcript</b>		
First Name:	Last name:	MI:
Name when test was taken:		
Social Security number:	Date of Birth:	
School/Center where test was taken:	Date of Test:	

I hereby release the Department of Postsecondary Education, its employees, its attorneys, its governing bodies and its agent from any and all liability and claim of every kind and character that are based upon or relate in any way to the disclosure of information in accordance with this authorization of any actions of the third party identified above. I agree that this authorization is valid until such time as the DPE has received written notice from me withdrawing permission to disclose the documents specified to the third party identified above. In any event that permission is withdrawn, the DPE shall nevertheless remain fully protected from any and all claims and liability relating in any way to information released by DPE prior to its receipt of the written withdrawal notice and to any actions of the third party. I have read this authorization carefully and hereby acknowledge that I fully understand it. I further affirm that I am giving this authorization knowingly of my free will.

<b>✗ I authorize you to release my Official Transcript.</b>	
Signature:	Date: