



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
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MEMORANDUM NO. 2009 - 031

TO: School District Superintendents
School Principals

FROM: Joe Simpson, Deputy State Superintendent

DATE: February 20, 2009

SUBJECT: Age Waiver Application

IMPORTANT INFORMATION

On behalf of the Wyoming Community College Commission I would like to share with you an update regarding the GED Age Waiver Application process.

With the Age Waiver Application, students who would like to withdraw from high school are now required to meet with the principal and/or designated high school counselor/representative PRIOR to withdrawing. The application must be signed after the school representative has explored the student's educational options. The application can then be given to the ABE center upon the student enrolling. In the past the application was completed after the student had withdrawn and was ready to test.

Should you require further explanation, please feel free to contact Carolyn Chelsvig. The new application is to be used beginning March 1, 2009, please see attached.

Carolyn Chelsvig
GED Administrator
Wyoming Community College Commission
(307) 777-5897 FAX (307) 777-6567



Attachments: 1

Wyoming Community College Commission

2020 Carey Avenue, 8th Floor, Cheyenne WY 82002

Commissioners

Mr. Don Bryant, Worland
Ms. Lois Distad, Casper
Mr. Jack Russell, Cody
Ms. Ann Chambers Noble, Cora
Mr. Larry Atwell, Cheyenne
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Governor Dave Freudenthal
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Dr. James O. Rose

Phone: 307-777-7763
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www.communitycolleges.wy.edu

16 and 17 Year Old GED Age Waiver Application

Instructions:

Requirements for GED Testing:

The State of Wyoming has a minimum GED testing age of 18 years old. You may not test if you are currently enrolled in school or have received an accredited high school diploma. If you are 16 or 17 you may request special consideration for testing. To be considered, you may be spending a minimum of 12 hours preparing to submit your Age Waiver Application. An Age Waiver Application must be approved by the state office **prior** to testing.

Age requirement: You are requesting special permission to participate in GED testing. Your application will **only** be considered if you meet one of the following criteria:

1. The local school district's high school principal and/or the designated high school counselor agree that all other options to keep you enrolled in public education have been explored with you and your parent or legal guardian,
2. If you are court ordered,
3. Enrolled in the Wyoming Youth Challenge Program, or
4. For 17 year old candidates only, you are entering the United States armed forces.

The following **must** be attached to your Age Waiver Application:

1. The attached school withdrawal verification is signed by the high school principal and/or designated high school counselor stating they are in agreement that your best option is the GED program,
2. If you are court ordered, a copy of the court order,
3. If you are enrolled in the Wyoming Youth Challenge Program, the WYCP instructor will submit a letter for you requesting an age waiver, or
4. For 17 year old candidates only, you are entering the United States armed forces, a letter on the branch of service's letterhead stating when you are entering the military.

The following must be submitted as a packet for the Age Waiver Application to be considered.

- Demographics. Must include your signature and your parent's or legal guardian's signature. The application will not be considered and will be returned for failure to provide all needed signatures.
- School District Withdrawal Verification. Submit this form to the last school attended. If home schooled, submit the form to your local school district office.
- Pretest Verification. Submit this form to the local Adult Basic Education center for completion.

If you receive age waiver approval, you must begin official GED testing **within** eight weeks of the date on the approval letter. No student will be granted an exception from completing an age waiver. If you do not have the required documentation for the Age Waiver Application, you will not be granted an age waiver.

Submit Age Waiver Applications to:

Wyoming Community College Commission, GED Department
2020 Carey Avenue, 8th Floor, Cheyenne, WY 82002

If you have questions about this application, contact Carolyn Chelsvig, GED Administrator; at (307) 777-5897.

**16 and 17 Year Old GED
Age Waiver Application
Demographics**

PLEASE TYPE OR PRINT IN INK

Name: Mr. Ms. _____ Date: _____

Mailing Address: _____ Date of Birth: _____

_____ Social Security #: _____

City, State Zip: _____ Phone Number: _____

Mark the reason for the waiver request.

17 Years Old Only:

| |
|--|
| <p>____ School withdrawal:</p> <p>Required documentation:</p> <p>Completed school district withdrawal verification</p> |
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| <p>____ Court Ordered:</p> <p>Required documentation:</p> <p>Copy of court order</p> |
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| <p>____ Wyoming Youth Challenge Program:</p> <p>Required documentation:</p> <p>WYCP Letter</p> |
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|---|
| <p>____ Armed Forces:</p> <p>Required documentation:</p> <p>Letter from Branch of Service</p> |
|---|

Briefly explain the circumstance checked. Use back of this sheet or additional pages if needed.

X _____

X _____

Applicant's Signature

Parent's or Legal Guardian's Signature

You will be notified, by mail, of approval or denial. It will be your responsibility to provide the testing center with a copy of your approval letter prior to testing. If you have questions about the application, please contact Carolyn Chelsvig, GED Administrator at; (307) 777-5897.

FOR WYOMING COMMUNITY COLLEGE COMMISSION ADMINISTRATIVE USE ONLY:

Approved Denied Additional Information Required

Reviewed by: _____ Date: _____

Comments: _____

**16 and 17 Year Old
GED Age Waiver Application
School District Withdrawal Verification**

Submit this form to the local school district office.

Wyoming GED policy states that unless court ordered a GED candidate must not be currently enrolled in an accredited school or have received a high school diploma. In order to verify that the candidate is eligible to participate in the GED program the following information is needed.

According to policy, the local school district must provide a statement outlining that it is his/her agreement that the candidates' best option is the GED program. This must be signed by the school district representative.

GED candidate's name: _____

This student is currently enrolled in this school district: Yes No If no, date withdrawn: _____

Last Grade Completed: _____ Was this student home schooled: Yes No Unknown

Total number of high school credits to date: _____ Total required for graduation: _____

Is the candidate incarcerated?: Yes No Where? _____

School name, address and phone: _____

Statement regarding GED as best option for candidate:

Verified by: _____

Title: _____

Date: _____

Please return completed form to the local Adult Basic Education Office at:

