



Adult
Education

AGE WAIVERS FOR GED® TESTING

for Alabama's 16- and 17-Year-Olds



Alabama Community College System | Adult Education Division

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Introduction

The Alabama Community College System (ACCS) provides affordable, high-quality education and technical training through 24 community and technical colleges, including the Alabama Technology Network and Marion Military Institute—one of only five junior military colleges in the nation. With open enrollment, low tuition, and programs designed to remove barriers to education and workforce preparation, ACCS serves as Alabama’s primary pathway to skills training and career advancement.

Across the state, ACCS campuses offer accessible learning environments, enrichment opportunities, and community resources that benefit thousands of Alabamians. The system is guided by its Board of Trustees, chaired by Governor Kay Ivey, with Chancellor Jimmy H. Baker providing direct leadership to ensure ACCS fulfills its mission, vision, and commitment to student success.

The ACCS Adult Education Division is responsible for overseeing the GED® program in Alabama and is committed to providing clear, accessible guidance for young people seeking an alternative path to completing their high school–level education. Each test-taker’s journey is recognized as unique, and this handbook offers support for parents assisting their children, school representatives completing required documentation, and youth determined to earn a credential that opens doors to college, career training, and employment.

Each year, 16- and 17-year-olds across Alabama choose – or are guided by circumstance – to pursue the GED® credential. This handbook outlines the requirements, documentation, and procedures necessary for candidates under age 18 to take the GED® test in Alabama, ensuring that families, school personnel, and community partners understand every step of the process. ACCS Adult Education remains dedicated to empowering Alabama’s learners with the tools needed for success. For questions, contact agewaivers@accs.edu or call (334) 293-4567.

Requirements for Testing

GED® test candidates under age 18 may be permitted to take the exam under specific conditions. State law* and policy require these underage testers to present documentation such as:

1. Proof of residency
2. Proof of withdrawal
3. Proof of readiness to test
4. Parent or guardian permission
5. Court orders (where applicable)

Documents to be submitted are based on the student's age, the type of school they withdrew from, whether they have been court-ordered to test.

Exit Interviews

An exit interview, under Alabama Code § 16-28-3.1, is a required meeting between a student seeking to withdraw from school, their parent or legal guardian, and school officials. It must inform the student and parent about the long-term consequences of dropping out—such as reduced earning potential and higher unemployment—and provide state-prepared information on the impacts of early withdrawal, along with available training, employment programs, and alternatives like GED® testing or adult education options. The interview serves as a final legally required intervention to ensure families understand the effects of withdrawal and are made aware of supportive alternative pathways.

Certificates of Exemption

A Certificate of Exemption in Alabama is an official document issued by a county or city superintendent that legally excuses a student from compulsory school attendance under Alabama Code § 16-28-6. A student may receive this exemption only if they qualify under one of the statute's categories, such as having a verified physical or mental condition that makes attendance inadvisable, having completed the public high school course of study, living more than two miles from school without transportation, being legally employed with proper work permits, or withdrawing under § 16-28-3.1 after completing the required exit interview process. Once issued, the Certificate of Exemption releases the student from mandatory attendance and allows 16- and 17-year-olds to pursue alternatives like adult education or GED® testing.

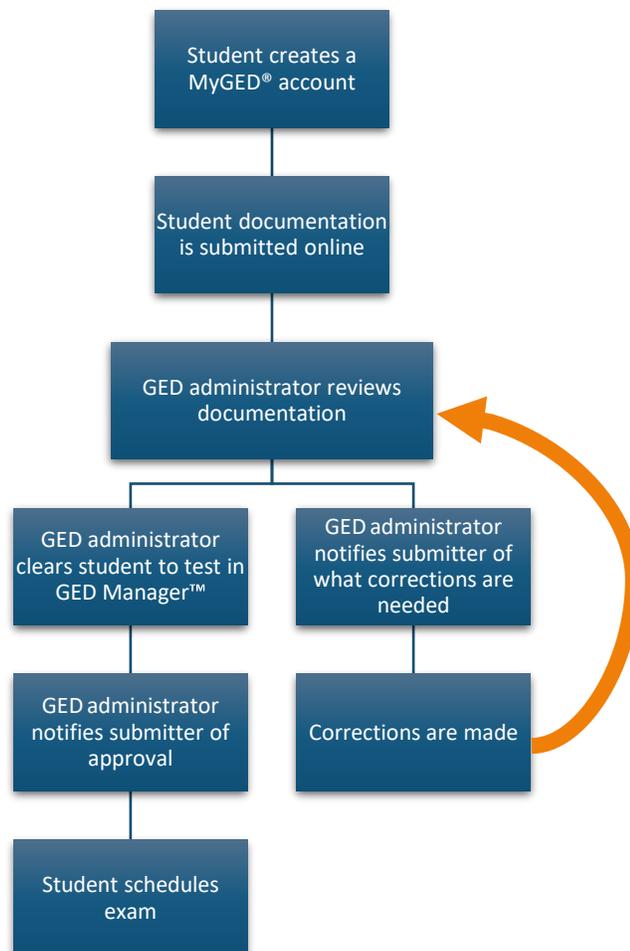
* Alabama Code § 16-28-3.1 and Alabama Code § 16-28-6

The Process

GED® age waiver documentation is submitted through an online application. The person completing the application will be told what is required to take the GED® test based on the choices selected on the form. For example, if a submitter clicks a button that indicates a student is court-ordered to test, a message will appear on the screen that says a court order must be uploaded into the portal.

The online application makes submitting age-waiver documentation easy. It also allows these items to be submitted by anyone – teachers, parents or guardians, test administrators, adult education staff, or even the test-taker.

The age waiver process is as follows:

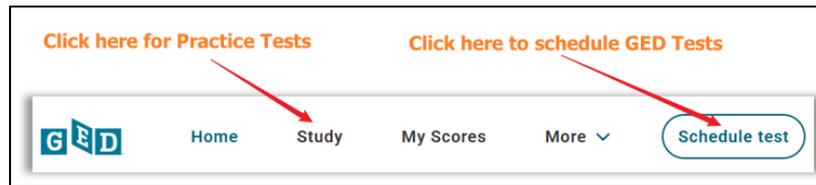


Once the MyGED™ account is created, the test-taker will see a “My Alerts” section. This indicates that the student **cannot schedule official GED® exams** until the required age-related flag is cleared.

 **My Alerts**

You have an alert and cannot schedule your test! To learn how to clear your alerts, click on the alert messages listed below.

They can, however, schedule GED Ready® practice tests by selecting “Study” at the top of the screen.



Next, the student’s documentation must be submitted through the online application. The GED Administrator will review all items.

1. If everything is correct, the administrator clears the student to test and notifies the submitter that the student is now eligible to schedule official GED® exams.
2. If corrections are needed, the administrator informs the submitter and provides instructions on what must be fixed. Once any documentation issues are resolved, the candidate will be cleared to test.

How to Use this Manual

This manual provides step-by-step checklists for 16- and 17-year-olds seeking approval to take the GED® test in Alabama.

To help you navigate the requirements quickly and confidently, the manual is organized into clear sections **based on student age and school withdrawal circumstances**.

To find out what is required for a GED® age waiver applicant:

- Find the section that matches the student's age and school type.
- Follow the checklist in that section to gather the required documents.
- Use the forms in the Appendix as needed.
- Submit all materials through the online age-waiver application portal.
- Refer to the contact information anytime you need help.



General Information

- Submission** Documents and test scores must be submitted to:
[GED Test Application for 16- & 17-Year-Old Test Takers](#)
- Residency** Students must be Alabama residents.
- Pre-Testing** All 16-year-olds (except those court-ordered to test) must undergo pre-testing to prove their readiness to take and pass the GED® exam. Testing details are provided in each checklist.
- Contact your [local Adult Education program](#) for information on pre-tests.
- Processing** Although most age waivers are processed the same day, allow five business days for processing.
- Forms** The following forms are located at the end of this document for your convenience.
- Certificate of Exemption
 - Exit Interview Form
 - Parent Permission Form
- Questions** For questions about 16- and 17-year-olds taking the GED® test in Alabama, email agewaivers@accs.edu.



16-Year-Olds Withdrawn from Alabama Public School

MyGED™ Account

- The test-taker has created a MyGED™ account at www.GED.com.

Parent Permission Form

- Notary seal is visible when scanned (shade in embossed notary seals with a pencil).
- Withdrawal date is included in the MM/DD/YYYY format (approximate if exact date is unknown).

Certificate of Exemption

- Signed by the school district superintendent, the parent, and the student.

Identification/Proof of Alabama Residency

- ID/driver's license/permit has an Alabama address on it **OR**
- ID/driver's license/permit **does not** have an Alabama address on it (i.e., out-of-state, passport, military ID, etc.) **AND** proof of Alabama residency* will be submitted also.

GED® or TABE Test Scores

- GED Ready Math **and** Language Arts scores of at least 145 "Likely to Pass" on both practice tests will be submitted.
- TABE Reading, Language Arts, and Math scores of at least 576 on Reading, 584 on Language Arts, and 596 on Math will be submitted.

Submission

- Submit documents to [GED Test Application for 16- & 17-Year-Old Test Takers](#).



16-Year-Olds Withdrawn from Non-Public, Out-of-State, or Homeschools

MyGED™ Account

- The test-taker has created a MyGED™ account at www.GED.com.

Parent Permission Form

- Notary seal is visible when scanned (shade in embossed notary seals with a pencil).
- Withdrawal date is included in the MM/DD/YYYY format (approximate if exact date is unknown).

Proof of Withdrawal from Non-Public School or Out of State School

- If the child is withdrawn from a formal private, church or homeschool, submit a school withdrawal letter **OR**
- If the child was withdrawn from a non-affiliated homeschool or out-of-state school, parent permission form that includes the date when coursework was ended is needed.

Identification/Proof of Alabama Residency

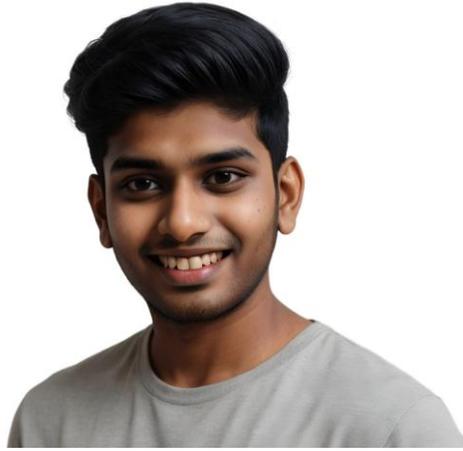
- ID/driver's license/permit has an Alabama address on it **OR**
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GED® or TABE Test Scores

- GED Ready™ Math **and** Language Arts scores of at least 145 "Likely to Pass" on both practice tests will be submitted.
- TABE Reading, Language Arts, and Math scores of at least 576 on Reading, 584 on Language Arts, and 596 on Math will be submitted.

Submission

- Submit documents to [GED Test Application for 16- & 17-Year-Old Test Takers](#).



17-Year-Olds Withdrawn from Alabama Public School

MyGED™ Account

- The test-taker has created a MyGED™ account at www.GED.com.

The student should submit **EITHER** the Parent Permission Form or the Exit Interview Form:

Parent Permission Form

- Notary seal is visible when scanned (shade in embossed notary seals with a pencil).

- Withdrawal date is included in the MM/DD/YYYY format (approximate if exact date is unknown).

OR

Exit Interview Form

- Completed and signed by the school principal, counselor, or other designee, district superintendent, the parent, and the student.

Identification/Proof of Alabama Residency

- ID/driver's license/permit has an Alabama address on it **OR**
- ID/driver's license/permit **does not** have an Alabama address on it (i.e., out-of-state, passport, military ID, etc.) **AND** proof of Alabama residency* will be submitted also.

Submission

- Submit documents to [GED Test Application for 16- & 17-Year-Old Test Takers](#).



17-Year-Olds Withdrawn from Non-Public, Out-of-State, or Home School

MyGED™ Account

- The test-taker has created a MyGED™ account at www.GED.com.

The student should submit **EITHER** the Parent Permission Form or Proof of Withdrawal:

Parent Permission Form

- Notary seal is visible when scanned (shade in embossed notary seals with a pencil).
- Withdrawal date is included in the MM/DD/YYYY **OR** format (approximate if exact date is unknown).

Proof of Withdrawal from Non-Public School or Out of State School

- If the child is withdrawn from a formal private, church or homeschool, submit a school withdrawal letter **OR**
- If the child was withdrawn from a non-affiliated homeschool or out-of-state school, parent permission form that includes the date when coursework was ended is needed.

Identification/Proof of Alabama Residency

- ID/driver's license/permit has an Alabama address on it **OR**
- ID/driver's license/permit **does not** have an Alabama address on it (i.e., out-of-state, passport, military ID, etc.) **AND** proof of Alabama residency* will be submitted also.

Submission

- Submit documents to [GED Test Application for 16- & 17-Year-Old Test Takers](#).



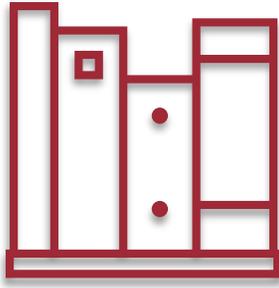
16- or 17-Year-Olds Court-Ordered to Take the GED Test

MyGED™ Account

The test-taker has created a MyGED™ account at www.GED.com.

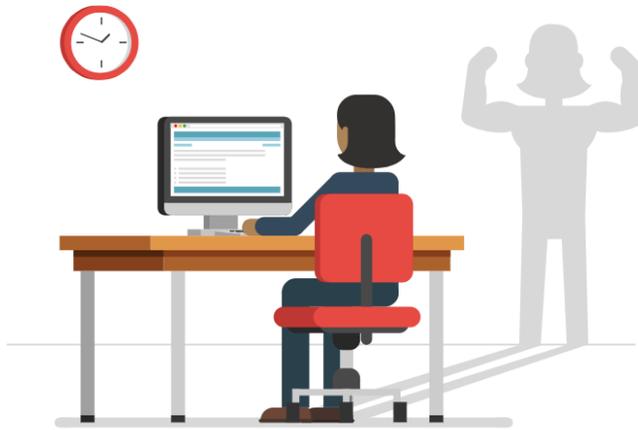
Court Order

A copy of the court order will be submitted.



Appendix

Proof of Residency
Certificate of Exemption
Exit Interview Form
Parent Permission Form



Proof of Residency

The following list is not exhaustive and is intended to illustrate the range of documentation that could be used as proof of residency.

Items below can be submitted by the student, parent, or residential program.

For specific questions regarding proof of residency: agewaivers@accs.edu or 334-293-4567.

- Alabama driver's license, driver's permit, or non-driver's ID
- Alabama employer-issued ID Card
- Verification of employment from an Alabama employer, such as a paycheck stub or written verification letter
- Employee photo ID from any government-related entity within the state of Alabama
- Student photo ID from a public or private college, university, or high school within the state of Alabama
- Photo ID card issued by Alabama Department of Corrections (DOC)
- Referral by a career center (for programs in state border counties only)
- Sworn affidavit of residency
- Utility bills, lease agreements, immigration documents, etc. can be used in certain circumstances.



Forms

GED® test age waiver forms – Certificate of Exemption, Exit Interview, and Parent Permission - can be found on the following pages. Local school districts may provide you with the same or similar forms which may be acceptable.

You will likely not need all forms to apply. Consult the checklists in this handbook to determine what is needed for your child's situation.

Certificate of Exemption

All persons between the ages of seven and 17 years of age are required by State Law to attend school for the minimum number of scholastic days prescribed by the State Board of Education. All students must attend school or must be instructed privately unless the student holds a Certificate of Exemption. In accordance with State Law, a student in the following categories may obtain a Certificate of Exemption from the superintendent of his/her local education agency.

Indicate the reason for the Certificate of Exemption request:

- A person whose physical or mental condition prevents attendance or makes attendance inadvisable. Such physical or mental incapacities must be certified by the county health officer or a licensed, practicing physician.
- A person 17 years of age or older.
- A person who has completed the course of the study in the public schools of Alabama.
- A student who lives more than two miles from public school where lack of transportation would require that the student walk to school.
- A person who is legally and regularly employed under the provisions of Child Labor Laws and who holds a permit to work under the terms of Child Labor Laws.
- A student who withdrew from school at age 16 during the current school year.

Any student not holding a Certificate of Exemption shall be required to attend public schools.

Name of Student: _____

Name of School and School System: _____

- Certificate of Exemption Approved
- Certificate of Exemption Denied

Superintendent Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Exit Interview

School System:	Date:																			
School:																				
Student Name (First, Middle, Last):																				
Student Grade:	Date of Birth:	Student ID Number:																		
Participants of the Student Exit Interview:																				
<input type="checkbox"/> Discussed the student's reason(s) for dropping out of school. <table style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Relationship With Fellow Students</td> <td><input type="checkbox"/> Student-Staff Relations</td> </tr> <tr> <td><input type="checkbox"/> Academic Difficulties/Credit Loss</td> <td><input type="checkbox"/> Dislike of School Experience</td> </tr> <tr> <td><input type="checkbox"/> Behavior Problems</td> <td><input type="checkbox"/> Employment</td> </tr> <tr> <td><input type="checkbox"/> Physical Illness</td> <td><input type="checkbox"/> Needed at Home</td> </tr> <tr> <td><input type="checkbox"/> Marriage</td> <td><input type="checkbox"/> Parental Influence</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Language Difficulty</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Entered Military Service</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Attendance Issues</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other</td> </tr> </table>			<input type="checkbox"/> Relationship With Fellow Students	<input type="checkbox"/> Student-Staff Relations	<input type="checkbox"/> Academic Difficulties/Credit Loss	<input type="checkbox"/> Dislike of School Experience	<input type="checkbox"/> Behavior Problems	<input type="checkbox"/> Employment	<input type="checkbox"/> Physical Illness	<input type="checkbox"/> Needed at Home	<input type="checkbox"/> Marriage	<input type="checkbox"/> Parental Influence		<input type="checkbox"/> Language Difficulty		<input type="checkbox"/> Entered Military Service		<input type="checkbox"/> Attendance Issues		<input type="checkbox"/> Other
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	<input type="checkbox"/> Entered Military Service																			
	<input type="checkbox"/> Attendance Issues																			
	<input type="checkbox"/> Other																			
<input type="checkbox"/> Discussed intervention strategies previously provided by school faculty/staff. (Describe strategies below.) <input type="checkbox"/> Provided information regarding the negative impacts of not receiving a high school diploma, which seriously affects future employment and earning potential. <input type="checkbox"/> Explained other negative consequences such as losing his/her driver's license. <input type="checkbox"/> Discussed other options and opportunities provided through school programs or classes. (Describe options below.) <input type="checkbox"/> Provided information for other available community programs. (Identify below.) <input type="checkbox"/> Explained other possible educational opportunities for students such as private school, church school, private tutor, or community college. Explanations of intervention strategies, other options provided, and available community programs.																				
GED/community college information was provided to student. <input type="checkbox"/> Yes <input type="checkbox"/> No																				
Will student take the GED? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain																				
If yes, where does he/she plan to attend?																				
I acknowledge that I have been advised of the importance of staying in school and staying in school to receive my high school diploma.		I acknowledge that I have been advised of the importance of staying in school and keeping my child in school to receive his/her high school diploma.																		
Student Signature:		Parent/Guardian Name:																		
Address:		Signature:																		
		Telephone:																		
Telephone:																				
Interview Participants:																				
Name	Position	Signature																		
Name	Position	Signature																		
Name	Position	Signature																		
For a student who failed to return to school or did not officially withdraw, describe attempts to contact the student and his/her parent or guardian.																				
Principal	Name	Signature	Date																	
I acknowledge that an exit interview was conducted, and the student and the student's parent or legal guardian has been advised that withdrawal from school shall likely reduce the student's future earning potential and increase the student's likelihood of being unemployed in the future.																				
Principal	Name	Signature	Date																	
Principal	Name	Signature	Date																	

GED® Test/Adult Ed Class Parent/Guardian Permission Form

Student	School
<p>_____ Student's Name</p> <p>_____ Date of Birth</p>	<p>_____ Former School Name (if any)</p> <p>_____ City/State</p> <p>_____ Withdrawal Date</p> <p><input type="checkbox"/> Public School</p> <p><input type="checkbox"/> Non-Public/Out-of-State School</p>
Parent/Guardian	Notary
<p>I certify that I am the parent/legal guardian of the above student who last attended and has officially withdrawn from the above educational institution.</p> <p>By signing below, I hereby grant this student permission to take the GED® test and/or attend GED classes.</p> <p>Signed this ___ day of _____, _____</p> <p>_____ Signature</p> <p>_____ Printed Name</p> <p>_____ Title (i.e., Parent, Principal, Guardian)</p> <p>_____ Phone Number</p> <p>_____ Email Address</p>	<p>State of _____</p> <p>County of _____</p> <p>On this day, personally appeared before me:</p> <p>_____ Parent/Legal Guardian</p> <p>To me known to be the person(s) described in and who executed the within and foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.</p> <p>Witness my hand and official seal here to affixed this</p> <p>___ day of _____, _____.</p> <p>_____ Notary Signature</p> <p>_____ My Commission Expires</p> <p style="text-align: center;">Notary Seal</p> <div style="border: 1px solid black; border-radius: 15px; width: 150px; height: 80px; margin-left: auto; margin-right: auto;"></div>



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