PROGRAM MEMORANDUM 26-7

DATE: October 14, 2026
TO: Adult Education Local Program Directors and Adult Education Division State Staff
FROM: Nick Moore, Chief Adult Education and Learning Officer
SUBJECT: High School Equivalency Testing and Adult Education Enrollment Eligibility Guidelines for Students Aged 16 and 17

I. Purpose

This memorandum establishes statewide guidelines for determining eligibility for both High School Equivalency (HSE) testing and adult education (AE) program enrollment for students aged 16 and 17. These guidelines are intended to ensure consistent application of Alabama law, ACCS Adult Education Division (AED) policies, and AE program procedures for youth who are pursuing an HSE credential.

II. Legislation and Policies

The legislation and policies listed below guide GED testing eligibility and adult education program enrollment for students aged 16 and 17.

- Alabama Code § 16-28-3 - Compulsory School Attendance
- Alabama Code § 16-28-3.1 - Exit Interviews
- Alabama Code § 16-28-6 - Certificates of Exemption
- ACCS Adult Education Operational Policy and Procedure Manual - Enrollment Residency Requirement and Exception
- ACCS Adult Education Program Memorandum 26-XX

III. High School Equivalency Testing

Documentation should be submitted to a local adult education program for review by program staff. State approval for HSE exams should be granted based on age, former school type (i.e., public or non-public), or court order.

A. Students aged 16 must submit:
    1. Valid identification:
        a. Alabama photo identification OR
        b. Non-Alabama photo identification AND proof of Alabama residency*
    2. Pre-test scores demonstrating proof of readiness to test
    3. Parent or guardian form or letter giving consent to test
    4. Withdrawal documentation:
        a. If withdrawn from public school, an approved Certificate of Exemption
        b. If withdrawn from a registered private, church or homeschool, a withdrawal letter or form on school letterhead
        c. If withdrawn from an unregistered private, church, or homeschool, parent permission document that includes the date when coursework was completed
B. Students aged 17 must submit:
    1. Valid identification:

   a. Alabama photo identification OR
   b. Non-Alabama photo identification AND proof of Alabama residency*
2. A parent or guardian form or letter giving consent to test OR
3. Withdrawal documentation:
   a. If withdrawn from public school, an approved Exit Interview Form
   b. If withdrawn from a registered private, church or homeschool, a withdrawal letter or form on school letterhead
   c. If withdrawn from an unregistered private, church or homeschool, parent permission document that includes the date when coursework was completed

C. Students with court orders must submit a copy of the court order approving administration of an HSE exam.

III. Enrolling in Adult Education Programs

The following documentation should be submitted to a local adult education program to enroll students:

A. Students aged 16 must submit:
   1. Valid identification:
      a. Alabama photo identification OR
      b. Non-Alabama photo identification AND proof of Alabama residency*
   2. Parent or guardian form or letter giving consent to enroll in an adult education program
   3. Withdrawal documentation:
      a. If withdrawn from public school, an approved Certificate of Exemption
      b. If withdrawn from a registered private, church or homeschool, a withdrawal letter or form on school letterhead
      c. If withdrawn from an unregistered private, church or homeschool, parent permission document that includes the date when coursework was completed

B. Students aged 17 must submit:
   1. Valid identification:
      a. Alabama photo identification OR
      b. Non-Alabama photo identification AND proof of Alabama residency*
   2. A parent or guardian form or letter giving consent to enroll in an adult education program OR
   3. Withdrawal documentation:
      a. If withdrawn from public school, an Exit Interview Form
      b. If withdrawn from a registered private, church or homeschool,- a withdrawal letter or form on school letterhead
      c. If withdrawn from an unregistered private, church or homeschool, parent permission document that includes the date when coursework was completed

C. Students with court orders must submit a copy of the court order approving attendance in HSE coursework.

IV. Examples of 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.

- Alabama driver's license, driver's permit, or non-driver's ID
- Alabama employer-issued ID card
- Proof 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, and immigration documents can be used in certain instances

XVI. Questions and Technical Assistance

Questions regarding implementation of this Program Memorandum should be directed to the Alabama Community College System Adult Education Division.