



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Joseph B. Morton  
State Superintendent  
of Education

September 3, 2009

Alabama  
State Board  
of Education

**MEMORANDUM**

Governor Bob Riley  
President

**TO:** City and County Superintendents  
High School Principals  
Community College Presidents  
Adult Education Directors  
GED Chief Examiners

Randy McKinney  
District I  
Vice President

**FROM:** Joseph B. Morton  
State Superintendent of Education

Betty Peters  
District II

Joan Y. Davis  
Interim Chancellor, Postsecondary Education

Stephanie W. Bell  
District III

**RE:** High School Dropouts Enrolling in Adult Education Programs and/or  
Taking the GED Test

Dr. Ethel H. Hall  
District IV  
Vice President  
Emerita

During the recent Legislative Session, Senate Bill 334 was passed and put into law, thereby changing the age for high school dropouts to 17. Also included within the law (Act 2009-564) is a requirement that prior to leaving school, a student must attend an Exit Interview during which the student will be informed of the ramifications of dropping out and informed of available training and employment opportunity programs. The official implementation date for this new law was August 1, 2009.

Ella B. Bell  
District V

Since August 1, 2009, there have been some conflicting practices occurring that we would like to clarify through the following implementation guidelines regarding enrollment in an Adult Education Program funded by the Department of Postsecondary Education and/or registration for the GED Test:

David F. Byers, Jr.  
District VI

1. A public school student aged 16 who dropped out of school prior to August 1, 2009, may attend an Adult Education Program if the student has presented to program officials a Certificate of Exemption signed by his/her local superintendent (see Attachment A). If the student has not obtained the Certificate, the student should be allowed a grace period of ten business days to obtain and present the document. To register for the GED Test, the student must provide a notarized Certificate of Exemption.

Gary Warren  
District VII

2. Public school students dropping out of school on or after August 1, 2009, must meet the age requirement of 17 years or above and must have participated in an Exit Interview (see Attachment B) with their high school administration. Should the Exit Interview conclude with the student's and parent's or legal guardian's decision to drop out, the Exit Interview should be notarized and referral made to an Adult Education Program. To register for the GED Test, the student must provide the notarized Exit Interview form.

Dr. Mary Jane Caylor  
District VIII  
President Pro Tem

Joseph B. Morton  
Secretary and  
Executive Officer

City and County Superintendents  
High School Principals  
Community College Presidents  
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Page 2  
September 3, 2009

3. Public school students who are over the age of 17 and have been classified as "no shows" or who have failed to return to school for the 2009-2010 school year will be contacted by their school system to determine their status. If dropout is their chosen option, an Exit Interview will be scheduled. Should a student and his/her parent or legal guardian refuse to attend the conference, the refusal will be documented on the Exit Interview form. Refusal to attend the Exit Interview will not bar a student from enrolling in an Adult Education Program. To register for the GED Test, this student must provide a notarized letter from his/her parent or legal guardian stating the student has refused to attend the Exit Interview, dropped out of the school, and has permission to be administered the GED Test.
4. Students requesting enrollment in an Adult Education Program who have dropped out of private school, church school, or private tutor programs must present to the local Adult Education Program director a notarized letter from his/her parent or legal guardian naming the school, providing the drop out date, and stating the student has dropped out of school and has permission to enroll in an Adult Education Program. To register for the GED Test, this student must provide a notarized letter from his/her parent or legal guardian stating the student has dropped out of the school and has permission to be administered the GED Test.

Please share these guidelines with those you deem appropriate with the understanding that our primary goal is for all students to graduate from high school. In the event this does not occur, we want to ensure there is a seamless transition from high school to an appropriate Adult Education Program that will assist the student in earning his/her GED credential.

Thank you in advance for your attention and cooperation in this matter. If you have any questions, please contact Joe Macaluso, Interim Director, Adult Education and GED Testing Programs, at 334-293-4561 or by e-mail at [macaluso@dpe.edu](mailto:macaluso@dpe.edu).

JBM:JYD:LAK

#### Attachments

cc: State Board of Education Members  
Dr. Eddie R. Johnson  
Dr. Thomas R. Bice  
Ms. Susan Y. Price  
Dr. Sue Adams  
Adult Education and GED Testing Staffs

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