An adult who earned 10 or more graduation credits from an Alabama High School and requires additional graduation credits to be awarded an Alabama High School Diploma.

Student Name __________________________________________

AE Program __________________________________________

High School __________________________________________

School System _________________________________________

Based on the verified credits (___) from the student’s High School transcript, the student may choose the following instructional activities to build credits:

______ 1) Student will take portions of the 2014 GED® assessment (Math, Social Studies, Science, & Reasoning through Language Arts) and have a passing score of 145 or higher
   • Scoring 145-164 builds 1 credit per test section
   • Scoring 165 to 174 builds 2 credits per test section
   • Scoring 175 or higher builds 3 credits per test section

   **AND/OR**

______ 2) Student will enroll and complete a Ready –To-Work Program (if available) builds 3 credits.

   *Note: Timeframe to complete RTW Program may differ at each Adult Education Program.

   **AND/OR**

______ 3) Student will prepare for & take ACT WorkKeys™ Assessment – scoring 4 or higher (silver, gold, or platinum certification) in each area.
   • Scoring level 4 builds ½ Credit per each area
   • Scoring level 5 builds 1 Credit per each area
   • Scoring level 6 builds 2 Credits per each area

   *Note: Preparation time for the ACT WorkKeys™ assessment will be based on the student’s initial TABE assessment, and POI). Professional judgment on part of the Instructor/or AE Director regarding student’s preparedness for the assessment will need to be exercised in the event a student wants to take the Workkeys without preparation; however, an initial TABE is required, and student must be entered into AAESAP. If student takes the ACT WorkKeys Assessment™ and is not successful in meeting the requirements, student must complete a program of study before being administered another ACT WorkKeys™ Assessment.
AND/OR

4) Student will be enrolled in an approved technical Career Pathway (dual enrollment) class at the college level, and will build 1 for 1 credit for each class successfully completed (i.e. 3 credit hours class builds 3 credits).

AND/OR

5) Student will be referred to the campus Prior Learning Experience (PLE) Specialist for decision of potential credit.

*Note: A Prior Learning Assessment (PLA) may be administered prior to awarding credit.

Student’s Signature ___________________________________________

Date __________

Instructor’s Signature ___________________________________________

Date __________

Instructional Tools & Resources:

Comments/Student’s Progress: