



Emergency Procedure Due to COVID-19

Arizona High School Equivalency: GED® Test Pathway Official Transcript and Verbal Verification Request

Instructions

- ⇒ Please clearly fill out Section 1 and Section 2. Sign and date the form.
- ⇒ Mail the form with the applicable fee/s to the mailing address below.

Section 1—Must be Completed by Former Test-Taker

Current Legal Name (REQUIRED, First, Middle, Last)	Date of Birth (REQUIRED, month/day/year) / /
Name at Test Time and Any Other Names Used (Required if different than above)	Social Security Number (last 4 digits) XXX - XX -
Current Mailing Address, City, State, Zip Code	Current Phone Number () -
Approximate Testing Location	Approximate Testing Date

Check here to send official transcript/s to address above.

Section 2—Official Transcript/s Sent To...

Name of Business, Educational Institution, etc.	Attention to Department, Individual, etc.
Mailing Address, City, State, Zip Code (No PO Box IF using FedEx Expedite Shipping)	Business Contact Number () -
Student ID (For destination school)	

Certification: "I hereby certify that all information provided is true, and I authorize the release of my official transcript or completion date to the requestor." (Signature Required by FERPA Student Privacy Act)

Signature _____ Date _____ / _____ / _____

- ⇒ Requests are processed as quickly as possible, expect delays.
- ⇒ 3rd Parties must call (602) 258-2410, option #2 to obtain verbal verification.
- ⇒ Fees temporarily waived.
- ⇒ OFFICIAL TRANSCRIPT/S WILL NOT BE SENT BY FAX.

Mailing Address:
Arizona Department of Education
Adult Education Services
1535 W Jefferson Street, Bin #26
Phoenix, AZ 85007

Payment Options:

Money Order, Business Check; Payable to AZ Department of Education. **ONLY** In Person Credit/Debit Card Transactions. USPS first class shipping.

- Transcript for years 1945 to 1984 - \$15.00 (Microfilm Search, 1 official transcript) Additional at \$10.00 each X Quantity _____
 - Transcript 1985 to the Present - \$10.00 each X Quantity _____
 - Verbal Verification (3rd Parties Only) 1945 to 1984 - \$15.00 Verbal
 - Verification (3rd Parties Only) 1985 to the Present - \$10.00
- Total Amount Enclosed: \$ _____**

FedEx Expedite Shipping Options

(in addition to transcript fees ONLY; tracking included; signature required; No shipping to PO Boxes)

- FedEx Express Overnight: \$20.00
- FedEx Ground, All Other AZ Cities: \$5.00
- FedEx Ground, Phoenix: \$4.00
- FedEx Ground, Out of State: \$8.00

Fees Waived temporarily due to emergency procedure.