

**HEAD START
PROCEDURES FOR
GED TESTING
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Request for GED. Region 14 ESC Head Start/Early Head Start (grantee) and Region 15 ESC Head Start/Early Head Start (delegate) program seeks to support all efforts of its current Head Start families to obtain their GED Degree. Reference: Head Start Standards Family Partnership Services 1302.52

2.0 Responsibility:

- 2.1 Parent Engagement Consultant
- 2.2 Mental Health/Family Services Consultant
- 2.3 Head Start Consultant
- 2.4 Family Service Worker

3.0 Resources

- 3.1 GED Books English and Spanish
- 3.2 ged.com

4.0 Procedures

- 4.1 Each year funding is set aside to pay for the initial GED test.
 - 4.1.1 Additional funding for repeat testing will provide as funding allows.
- 4.2 Request for GED Assistance needs to be sent to Region 14 Head Start/Region 15 Head Start two weeks prior to testing.
- 4.3 Request should indicate:
 - 4.3.1 Name of the participant taking the GED test.
 - 4.3.2 Month of test
 - 4.3.3 Name of the Institution providing the test and the address.
- 4.4 Head Start Consultant will electronically register parent(s) for GED testing.
- 4.5 Parent(s) will receive electronic confirmation of date,time, and location to take the GED test.

5.0 Associated documents:

- 5.1 Request for GED Fee Assistance
- 5.2 Letter Authorizing Payment

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Request for GED Assistance	Print	File	7 years	Shredded	Locked filing cabinet

5/2018

1302.52(b)

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7.0 Monitoring:

7.1 n/a

8.0 Revision History

Date	Revision	Description of Revision
6-30-2009		
8-2009		Reviewed
5-2012	2.2 & 4.1	Reviewed & Revised
3-20-2016	4.3.3.1	Reviewed & Revised Deleted AISD Adult Education Program
3-30-2016	4.4	Reviewed & Revised GED testing now electronic
3-30-2016	4.5	Reviewed & Revised
5-13-2016	1.0;4.2;	Added Region 15 ESC (Delegate)
6-2016	2.2	Added Mental Health/Family Services Consultant
6-2017	3.2	Added ged.com
6-2017	1302.52(b)	Reviewed & Revised
5-2018	Scope	Added Reference: Head Start Standards Family Partnership Services 1302.52
6-2019		Reviewed
4-2022		Reviewed
12/2022		Reviewed