

Directions for this form: This form is to be sent to the state where the student PREVIOUSLY tested. That state will then send this form and the transcript to the Utah State Office of Education for input into their database.

MEMORANDUM

TO: Out-of-State GED
Testing Site or State Office of Education

FROM:

SUBJECT: Out-of-State GED Verifications/Records/Transcript Request

DATE: _____

The individual listed below moved from the state of _____ where he/she tested. The Utah State Office of Education requires a GED transcript/record be sent to them at the GED Testing Office, UTAH State Office of Education (USOE). They must receive a transcript directly from your state GED office—sent by mail or FAX—for this individual to receive credit for testing that has already been completed so that they may further/finish their GED testing in Utah. Please provide “**OFFICIAL records/transcripts.**”

Please FAX or mail directly from your GED office with proper letterheads, signatures, and seals. The name and personal information of the individual whose records need to be released are listed below. They give their permission by signing this request.

Utah State Office of Education
Attn: GED Testing
250 East 500 South
P.O. Box 144200
Salt Lake City UT 84114-4200
→ **FAX: 801-538-7868**

Please include this memo in your return fax or mailing.

Thank you very much.

Signature: _____

Printed Name: _____

Social Security # (complete): _____ Date of Birth: _____

My Current Address: _____

My Phone #: _____

I will be testing at: _____

Utah GED Testing Site Name and Address