



**COMMONWEALTH of VIRGINIA
Department of Education**

July 10, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: School Division Student GED® Verification Assistance – School Year 2014-2015

In previous years, through a process of coordination with GED® testing centers, school divisions have been able to determine those students in their divisions who have attained a GED® credential. With the implementation of the 2014 GED® test, this coordination source no longer exists. To remedy this loss, the Office of Adult Education and Literacy (OAEL) will, for school year 2014-2015, review and verify queries from school divisions concerning a student's attainment of the GED® credential.

Specifics of this verification effort are:

- Where applicable, a list may be provided to this office via the Dropbox feature in the Single Sign-On for Web System (SSWS) portal, the method of communication required by the Virginia Department of Education for the sharing of personally identifiable information.
- Though school divisions may submit several iterations of this list as data becomes available, it is requested that student lists be consolidated when possible.
- This list should reflect the student's full name and date of birth.
- This list may be submitted upon receipt of this memorandum but must be submitted by August 14, 2015.
- OAEL will only verify a student's having passed the GED® test. No other information can be provided.
- Due to confidentiality concerns, verification will only be forwarded to the school division superintendent or the superintendent's designee.

Submission of these lists should be made to Dr. Sue Mansfield via the SSWS portal. Attached to this memo is a list of SSWS account managers and assistant account managers for each school division. Please contact an account manager or assistant account manager in your division to submit verification request lists through the Dropbox feature.

For questions regarding verification, please contact Dr. Sue Mansfield, specialist for high school equivalency, via e-mail at sue.mansfield@doe.virginia.gov or by telephone at (804) 225-3999.

SRS/SMC/BSM/dat

Attachment:

- A. [SSWS Account Manager Contact List for School Divisions](#) (PDF)

