

TRANSCRIPT REQUEST

Please mail to the address above, a \$2.00 check or money order for each high school transcript requested or \$5.00 for each driver's education transcript requested. This form and your payment may also be dropped off to our office at the same address above, anytime Monday through Thursday, from 9am - 1pm, and Fridays by appointment. Once your request has been received by the Enfield Adult Education Office, the transcript will be mailed within three business days.

Name:	Year of Graduation:	
Maiden Name:	Phone:	Email:
Date of Birth:	Today's Date:	

Please release my academic transcript to the following:		
	Deadline Date	Location - (Name and Address)
#1		
#2		
#3		

Office Use Only	
Amount Paid	Date Completed

Signature:





Accreditation Information According To The CT State Department of Education

For more information about this, please visit
<http://www.sde.ct.gov>

Secondary School Completion

Connecticut Adult Education offers three distinct pathways for adults to attain a high school diploma.

1. Adult High School Credit Diploma (AHSCD):

The Adult High School Credit Diploma program is a prescribed plan, process and structure for earning a required number of academic and elective credits. The provider must be a local education agency (LEA) or Regional Education Service Center (RESC).

Credits toward a local diploma must be obtained through a prescribed plan that requires a minimum of 20 credits in academic and elective areas (C.G.S. Section 10-69(b)). Credits for work or military experience, independent study projects and online courses are additional ways to obtain credit. Each provider/town can enhance the basic AHSCD program but must adhere to the minimum state requirements: 1) use certified teachers and counselors; 2) adhere to State Department of Education requirements regarding assessment, enrollment, accountability and reporting; 3) meet required credit standards; and 4) ensure that a one credit course offers a minimum of 48 instructional hours.

Credits are required to be distributed as follows:

- 4 English
- 3 Social Studies (including 1 credit in US/American History and half credit in Civics/Government)
- 3 Math
- 2 Science
- 1 Arts/Vocational Education
- 7 Electives

An adult who successfully completes the required credits of the AHSCD program is awarded a high school diploma by the providing LEA or RESC.

2. General Educational Development (GED):

Adults who have not completed high school must demonstrate, through a four-part examination that includes a writing sample, the attainment of academic skills and concepts normally acquired through completion of a high school program. Applicants for this examination must be at least 17 years of age and officially withdrawn from school for at least six months. Individuals who pass the GED Tests are awarded a Connecticut State High School Diploma. GED instructional programs, provided throughout the state in local school districts and a variety of other instructional sites, help individuals to prepare for this rigorous examination.

3. National External Diploma Program (NEDP):

This program provides a secondary school credential designed for adults who have gained skills through life experiences and demonstrated competence in a particular job, talent or academic area. The NEDP is an online portfolio assessment program that offers no classroom instruction. An adult who successfully completes the portfolio assessment, as required, is awarded a high school diploma by the providing LEA or RESC.