

CHARLOTTE TECHNICAL CENTER

18150 Murdock Circle
Port Charlotte, Florida 33948
Phone: (941) 255-7500



GED PROCEDURE FOR STUDENTS UNDER THE AGE OF 18

Students who are under the age of 18 and have an extenuating circumstance may take the GED test by following these steps:

- Step 1.** The student must write a letter stating his/her extraordinary circumstance for pursuing a GED before the age of 18. Please address the letter to Charlotte County Public Schools.
- Step 2.** The student must obtain a copy of his/her transcript from the last K-12 school attended.
- Step 3.** The student and parent/guardian must arrange a meeting with the Coordinator of The Academy @ Charlotte Technical Center (Charlotte County's alternative high school) to discuss diploma options. Call 255-7545 to schedule the appointment. The student must bring the letter that he/she wrote and the transcript to the meeting. If options discussed are not appropriate, a GED waiver may be issued.
- Step 4.** The student must present the GED waiver, a copy of his/her letter (step 1), and proof of official withdrawal from the last school attended to Charlotte Technical Center's GED office in person to register for the Test of Adult Basic Education (TABE).
- Step 5.** The Student must score 9 or higher on all subjects of the TABE. A student who scores below 9 will be enrolled in Adult Basic Education (ABE), remediate and re-TABE until all scores are 9 or above. Tuition payment and proof of residency will be required.
- Step 6.** The student will then take the Official GED Practice Test (OPT) in the Adult Learning Center (ALC) during regular hours. Successful scores on the OPT are: **Minimum of 460 in each area for a total score of at least 2300.** A student whose OPT scores are below these levels will study in the ALC and retest until successful scores are achieved.
- Step 7.** The student and parent/guardian must make an appointment with the Occupational Specialist at Charlotte Technical Center to discuss career plans and goals.
- Step 8.** The student must attend a *required* GED Orientation. At the orientation the student will pay the testing fee, present Photo ID and Social Security Card, and complete the registration paperwork.