



## Educational Officer's GED Fact Sheet

### Prior to Admittance to GED Classes

To determine if an inmate has a prior GED record, contact Martha Slemp at the Department of Corrections (DOC), [Martha.Slemp@ky.gov](mailto:Martha.Slemp@ky.gov) or (502) 564-6490. Kentucky Adult Education (KYAE) and DOC perform a data match every six months on all current inmates. Contact KYAE if the inmate was processed through Roederer in the last six months. Attached is the DOC form for pre-checks.

### For Educational Good Time

Contact Martha Slemp, [Martha.slemp@ky.gov](mailto:Martha.slemp@ky.gov), or (502) 564-6490. The Educational Good Time process and procedures is attached.

### Official Transcript for Postsecondary Enrollment and Employment upon Release

The request must be submitted by the educational officer, not the inmate before the fee will be waived. KYAE will return personal letters from inmates. The inmate must complete and sign the transcript request form. Please make sure all information is legible. The educational officer may fax the completed form with a letterhead cover fax to Josh Glover at (502) 573-5436. The educational officer will sign the fax cover sheet and ask for waiver of fee. Transcript Request Form is attached.

### Diplomas

Kentucky Adult Education issues a diploma when the GED is earned. KYAE does not issue duplicate diplomas to inmates. The official transcript is proof of earning the GED and is the documentation accepted by postsecondary institutions and employers. The transcript fee is waived for inmates. If the inmate wishes to have the diploma to frame, they must pay the \$25 fee.



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