



Requesting Your GED Scores

Submitting your official GED scores is a very important part of the admissions process, but many students don't know where to begin. In order for you to have your scores sent, you will need to contact the Department of Education in the state where you tested. You will find additional information for requesting GED scores from Indiana and Kentucky below. If you tested in another state, please call us for directions on contacting the Department of Education in that state.

To request transcripts the "old-fashioned" way, you will need to write a brief request including the following information:

- Full Name (and Name at time of test, if different)
- Mailing Address
- Daytime Phone
- Social Security Number
- Date of Birth
- Approximate Year of Testing
- Testing Location (City, County, or Testing Center)
- Signature and Date
- Mailing Address where you want the transcript sent

In Kentucky, mail your request to:

Kentucky Adult Education
Attn: GED
1024 Capital Center, Suite 250
Frankfort, KY 40601

Include a *money order* for \$5.00 payable to "Kentucky State Treasurer," and allow ten (10) days for the Department of Education to process your request.

In Indiana, mail your request to:

Division of Adult Education
GED Records
Room 229, State House
Indianapolis, IN 46204

Or fax your request to: (317) 233-0859

There is no charge at the Division of Adult Education for this service.

Alternatively, you can print request forms from the websites found below and submit the completed forms by mail to the appropriate address listed above (with processing fee if applicable).

In Kentucky, you must submit both of the following forms:

- GED Transcript/Diploma Request Form
- GED Release of Records Consent Form

These forms can be found at <http://adulted.state.ky.us> under the heading GED.

In Indiana, you can submit the Application for Release of Indiana GED Test Scores, which you will find at <http://www.doe.state.in.us/adulted/ged-getacopy.html>, along with additional details about requesting your GED transcript.

When requesting your transcripts, have them sent to:

Office of Registrar
Louisville Bible College
PO Box 91046
Louisville, KY 40291

If you have questions, please call us at (502) 231-5221.