

## Access Agreement for GED® Records Websites

The undersigned individual who is being granted access to GED® records attests that he/she

- Is not an instructor or teacher
- Is a member of the testing center's GED® testing staff or is directly involved in the functions associated with GED® testing at the testing center
- Has read and understands all Policies and Procedures Manuals published by GED Testing Service® (GEDTS) and the Florida Department of Education (FDOE) found at <http://www.fldoe.org/academics/career-adult-edu/hse/testing-admin.stml>
- Agrees to abide by all GEDTS and FDOE confidentiality policies and procedures
- Understands GED® records cannot be released to anyone without written consent of the candidate, including release of testing information to district instructional staff, management information staff (MIS), and any other staff.
- Will ensure that a candidate signed release is on file when
  - Researching the candidate or registering the candidate in the case of inmates
  - GED® testing information is being provided to a third party, such as instructional/MIS staff
  - GED® testing data is being stored in a local database
- Understands that a signed consent is required even when using the records site to determine test eligibility
- Understands that the fact that a person has or has not taken the GED® tests should also be treated as confidential information
- Understands that the records site must not be used to circumvent the official transcript process and must not be used to produce printed "official" documentation of GED® records (Official transcript instructions are found at <http://www.fldoe.org/academics/career-adult-edu/hse/>)
- Will not allow data to be used as verification of diploma status for post-secondary institutions, employers, or correctional facilities
- Will not print GED® records from the Florida GED® Records Website
- Must keep all information regarding the GED® records in strict confidence while employed and upon leaving employment with the GED® testing center or testing program
- Will notify the Florida Department of Education High School Equivalency Diploma Program Office when no longer employed at the testing center
- Will NOT share user name and password with others
- Understands this agreement covers the use of one or more of the following GED® records websites for which the individual is being granted access – check which sites you are requesting access for:
  - Florida GED® Records Website - <https://app4.fldoe.org/FLHSDRecordsite/Default.aspx>
  - GED Manager™ Corrections Website - <https://ged.com/gedmanager>

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Name Printed

Signature

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Title

Date

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E-mail address

Phone Number/Extension

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District/College/Correctional Facility Name

Pearson VUE Testing Center #

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Requested Password for Florida GED® records website - *must be 8-15 characters and include at least one number, one uppercase letter, one lowercase letter, and one special character*

Once signed, the individual keeps a copy and e-mails a scanned copy to [diane.vaccari@fldoe.org](mailto:diane.vaccari@fldoe.org) (Access Agreement in Subject Line). A scanned copy of the document used to obtain signed releases from individuals must also be attached to the request.