



219 North Main Street, Suite 402  
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

## **Adult Diploma Program – Request to Release Transcript**

*Note: This request is **NOT** used for GED Transcripts. If you need a duplicate copy of your GED transcript/certificate, please go to the [GED Testing Service website](#) or call: 1-888-906-4031 and they will walk you through the ordering process.*

Name: \_\_\_\_\_

Name(s) at time of credential (if different from above): \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Current Phone # (in case we have questions): (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (This is used for verification purposes only)

Date of Birth: \_\_\_\_\_

Approximate Date of when you completed: \_\_\_\_\_

I authorize the Adult Education & Literacy Office of the Vermont Agency of Education to release a copy of my Adult Diploma Transcript(s) to the individual or organization(s) below:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send form to:

Vermont Agency of Education  
Adult Education & Literacy Office – ADP Transcripts  
219 North Main Street, Suite 402  
Barre, VT 05641

\* Please expect at least 2 weeks to process your request(s). Missing information will result in further delays.

For questions, call the Transcript Line at (802) 479-1296 or email [AOE.GEDInfo@vermont.gov](mailto:AOE.GEDInfo@vermont.gov)  
You can download this from the [Agency of Education's website](#).

*Office Use Only:* Date Rec'd: \_\_\_\_\_ Initials: \_\_\_\_\_