



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: _____

A transcript fee of \$3.00 (per copy), payable to the: *Treasurer, State of Vermont* by MONEY ORDER only (NO PERSONAL CHECKS ACCEPTED) must accompany this request form. Please send 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 and personal checks will result in further delays.

For questions, call the Transcript Line at (802) 479-1296 or email AOE.GEDInfo@vermont.gov

You can download this from the [Agency of Education’s website](#).

Office Use Only: Date Rec’d: _____ MO Amt: _____ MO#: _____ Initials: _____