

Minor Student Enrollment Process

Step 1:

Parent or Guardian must obtain official withdrawal documentation from the current or last school district that the student attended. The form must have the school district's name, address, phone number, and must be signed by a school official.

Step 2:

The minor student must create an account on www.ged.com. You must have an email address to create an account. The website will not allow minor students to register for GED test until step 3 is completed.

Step 3:

Parent or Guardian must complete and have notarized the Ohio High School Equivalence Test Consent Form. Follow all directions provided on the form. Make sure an official withdrawal form is included and mail to the address provided at the bottom of the form. Forms can be obtained online at www.education.ohio.gov. We can provide a paper copy at our main office. This step is completed by the parent or guardian, not the school district or Aspire.

Step 4:

Monitor student's account on www.ged.com. Log in and check for notification of approval from the Ohio Department of Education on this website. Mansfield City Schools Aspire is not involved in the approval or denial process. Please contact the ODE High School Equivalence Office at 614-728-0795 with questions or concerns about the status of approval.

Step 5:

Once approval of the Ohio High School Equivalence Test Consent Form is obtained, the parent should contact Mansfield Aspire to set up an initial meeting with the parent/guardian, student, and an Aspire staff member. At this meeting the parent or guardian will complete and sign forms that their child cannot legally sign. Please bring a copy of their withdrawal form. A class start date will be given to the student after this meeting.