



# Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Jeremy Brush, Regional Superintendent of Schools  
Corrie Ray, Assistant Regional Superintendent of Schools

## Illinois High School Equivalency Test Score Release Request

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Address \_\_\_\_\_ Last 4 Digits of  
Social Security Number \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

I give my permission for ROE 12 to release my GED/HiSET/TASC Scores to:

To the Attention Of \_\_\_\_\_  
School/Employer/Entity \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Fax (if Faxed Copy) \_\_\_\_\_  
My Name When I took the Test \_\_\_\_\_  
Date of Test \_\_\_\_\_

Location Test Completed **\*\*Required Field\*\***

Test Taken **\*\*Required Field\*\***

I verify that all information listed on this form is true and correct and I authorize my GED scores be released to the address indicated.

Signature \_\_\_\_\_

Date \_\_\_\_\_

FEE:

**\$10.00 for each official GED transcript copy**  
**\$10.00 for each IL HS Equivalency Certificate**

Fees are non-refundable \*\*\* We accept cash, personal check or money order \*\*\* Please make check or money order payable to "ROE 12"

### To submit your request, please do one of the following:

Complete, print, sign, and return this release to the office in the county where you tested (listed below) **OR**  
Complete, digitally sign, and click the 'Submit' to email to the county where you tested (listed below)

**Clay County**  
Clay County Courthouse  
111 East Chestnut St  
P.O. Box 97  
Louisville, Illinois 62858  
618.665.3373  
Fax 618.665.3155  
gedclay@roe12.org

**Crawford County**  
300 West Main Street  
Lower Level, Suite 307  
Robinson, Illinois 62454  
618.544.2719  
Fax 618.546.1556  
gedcrawford@roe12.org

**Jasper County**  
Jasper County Office Bldg  
204 W Washington, Suite 3  
Newton, Illinois 62448  
618.783.2523  
Fax 618.783.4237  
gedjasper@roe12.org

**Lawrence County**  
Lawrence County  
Courthouse  
1100 State Street  
Lawrenceville, Illinois 62439  
618.943.3522  
Fax 618.943.2513  
gedlawrence@roe12.org

**Richland County**  
407 S Whittle Avenue  
Olney, Illinois 62450  
618.392.4631  
Fax 618.392.3993  
gedrichland@roe12.org

# Regional Office of Education #12

## Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and state government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the Regional Office of Education #12 to provide your SSN or because you requested a copy of this statement.

### *Why do we collect your Social Security Number?*

You are being asked for your SSN for one or more of the following reasons:

- Application and/or Registration of Professional License Certificates
- Application for GED Testing and/or Transcripts
- Criminal History Investigations
- Employee Records

### *What do we do with your Social Security Number?*

We will only use your SSN for the purpose for which it was collected. We will NOT:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or publicly display your SSN
- Print your SSN on any card required for you to access our services
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless state or federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

### *What if I have questions or concerns about this Statement of Purpose?*

Write to the Regional Office of Education #12 at the following address:

Regional Superintendent of Schools  
Regional Office of Education #12  
300 West Main St, Suite 307  
Robinson, IL 62454