Commonwealth of Virginia
Database Index Reporting Form

1. **Public Body Name & Numeric Code**: Department of Education Code 201

2. **Database Title**: Adult Ed

3. **Database Acronym**: Adult Ed

4. **Point of Contact**: Robert McGillivray, GED Administrator

5. **Phone Number**: 804-225-2075

6. **Signature & Date:**

7. **Database Description and Contents**: *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The main purpose of the Virginia General Educational Development database is to maintain the passing and failing scores of examinees who take the GED tests in Virginia. The second purpose is to provide the examinees with GED certificates and transcripts of their records.

The contents of the database include the Social Security Number, Date of Birth, Current Address of examinees and their performance on the GED examination.

Due to the Privacy Act of 1975, an individual's educational records cannot be released to third parties without written consent of the examinee. Therefore, this database is restricted to GED officials.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update**: July 1, 2002

9. **Frequency of Update**: O Daily, X Weekly, O Monthly, Other:

10. **Formats Available and Schedule of Fees**: *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**	b. **Cost**
GED Testing Certificates	$10.00
Transcripts	$5.00

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97