

MICHIGAN DEPARTMENT OF CORRECTIONS

"Expecting Excellence Every Day"

MEMORANDUM

DATE: November 19, 2003

TO: School Principals
Wardens

FROM: Julie L. DeRose, Education Manager
Correctional Facilities Administration

SUBJECT: Verification of GED Completion or High School Graduation (updated from Rich's memo)

Public Act 320 of 1998, which requires prisoners to obtain a GED prior to release, implies that the Department establish a consistent process for verification of a prisoner's GED or high school completion.

To standardize verification practices and ensure the integrity of the process, Wardens of CFA facilities have the responsibility along with the Principals for implementing the following guidelines:

1. A copy of **all** initial classification sheets is to be sent to the school to be included in the prisoner's school file, **even if the prisoner does not have a school recommendation.**
2. **Only the School Principal is authorized to verify educational completion(s).** However, if the Warden authorizes additional staff, such as the Classification Director, the authorization must be in writing and the person(s) trained by the School Principal.
3. Verification guidelines are as follows:
 - A. A statement in the Presentence Investigation must be supported by other original documentation;
 - B. A hard-copy of e-mail from the Michigan Department of Career Development which is stamped and signed by the School Principal;
 - C. An original copy of GED transcript, High School Equivalency Certificate, high school diploma or high school transcript verifying high school graduation **and sent directly from the school or testing center.** Then, stamped/signed by the School Principal is acceptable;
 - D. Military papers (DD-214) or college transcripts must clearly state GED or high school graduate;
 - E. The school that provides verification of GED /HSD is responsible for consistent distribution of verification (i.e. school file, Classification, Records Office, Counselor's File, OETS/Student Database as provided by policy and procedure).
4. **Prisoners are not allowed to possess original copies of the GED Transcript, High School Equivalency Certificate or high school diplomas/transcripts.** The facility mailroom is to forward such documents to the school office for handling. The prisoner must provide an address where these documents can be sent. The prisoner will receive a copy which is stamped and signed. Stamped and signed copies will be stapled to the inside front of the prisoner's school file. **All prisoners not enrolled or waiting for school will have documentation of GED/HSD or GED exemption in a school file.**

Any questions may be directed to my office. Thank you for your cooperation.

cc: ACC members