



## Arizona Department of Education Adult Education Services

Our goal in the **Adult Education and High School Equivalency (HSE) Services Unit** is to serve each of our customers with the best possible customer service to provide HSE transcripts, access codes and verifications. We understand there is heightened concern in regard to the COVID-19 virus, and we also understand the desire and need to continue with assisting our students, HSE testing candidates, and third-party verifiers with the documents needed.

**Starting Thursday March 19<sup>th</sup> and until further notice we are only accepting Official HSE Transcript Requests and Access Code Requests via our email inbox, [Adulted@azed.gov](mailto:Adulted@azed.gov) or through regular mail.**

### **We are happy to assist you with questions:**

- E-mail at [Adulted@azed.gov](mailto:Adulted@azed.gov)
- Leave message at **602-258-2410**
- Our website at <http://www.azed.gov/adultedservices/hse/>

### **Services can be processed through email or regular mail:**

- All Official Transcript requests
- All Access Code requests

Forms are available online at <http://www.azed.gov/adultedservices/hse/>

### **To request transcripts via mail, send your application and materials to:**

Arizona Department of Education – Adult Education Services  
1535 W. Jefferson, Bin 26  
Phoenix, AZ 85007

Administrative Fees normally charged for Official Transcripts will be waived at this time of emergency.

Thank you for your understanding.

**Kathy Hoffman, Superintendent of Public Instruction**  
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-5460 • [www.azed.gov](http://www.azed.gov)