INSTRUCTIONS FOR PREPARING FORM SF-PS-140A FUNDING APPLICATION FOR POST-SECONDARY OPTION "B" PROGRAM

General Instructions:

- 1. The form shall be completed for each pupil electing the Post-Secondary Option "B" Program pursuant to Section 3365.04 Ohio Revised Code.
- 2. One (1) copy of the form SF-PS-140A shall be submitted to the Area Coordinator on or before April 30.

Section I Complete all items in Section I.

- 1. Traditional Public, Nonpublic or Community High School Enter the name of the high school, nonpublic school, electronic community school or other community school.
- 2. School District If the student is enrolled in a public high school, enter the name of the school district where the high school is located; if the student is enrolled in a nonpublic school, leave the school district blank; if the student is enrolled in an electronic or other community school, enter the name of the public school district where the student resides.
- 3. Place a check mark next to the student's grade level for the current year.
- 4. Include the name of the post-secondary institution attended by the student. If the student attended more than one post-secondary institution during the same year, complete a separate PS-140A for each institution.

Section II Please indicate the method used to convert credit:

- 1. Select method 1, 2, 3 or 4 by placing a check mark in the space provided.
- 2. When the locally developed method (3) is selected, prior approval by the Ohio Department of Education is required.
- 3. Electronic community schools or other community schools whose school year is based on hours need to select Option 4.

Section III Information to determine the percentage factor for payment to post-secondary institution.

1. Insert the number of periods available in the home school day. This number is the total periods in the school day, NOT the number for which the pupil is scheduled. The lunch period shall be excluded. Electronic community schools or other community schools need to list the number of hours in their contract for a full year.

- 2. Insert the number of Carnegie Units the pupil has scheduled at the home school. List the number of hours each student is scheduled at the electronic community school or other community school.
- 3. **FOR VOCATIONAL STUDENTS ONLY**: Joint Vocational Schools are to complete #3 for regular and contract vocational students participating in PSEOP.
- **Section IV** The number of college hours in which the student has enrolled for the current year.
 - 1. Insert the hours for the first and second semester OR

If the college or university is on quarter systems, insert quarter hours in the appropriate space. No claim may be made for the summer quarter.

2. Signature: A school official shall affix his/her signature and the date in the space provided.

Return to: Area Coordinator