Ohio | Department of Education

HOMESCHOOL STUDENT POST-SECONDARY ENROLLMENT OPTIONS PROGRAM PURSUANT TO OHIO REVISED CODE 3365.022 INSTRUCTIONS FOR PREPARING THE APPLICATION FOR FUNDING

- The application is for the upcoming school year and needs to be completed by each homeschooled student authorized under Ohio Administrative Code section 3301-34 who wants to participate in the Post-Secondary Option "B" Program pursuant to Ohio Revised Code section 3365.04.
- **Any application with missing data and/or signatures will not be processed.** Please do not alter the language on the application. Applications containing alterations will not be processed.
- Application with original signatures must be mailed to the Ohio Department of Education, Office of School Finance, Attention: Wendy Cantrell, 25 S. Front Street, MS 308, Columbus, OH 43215.
- **Applications must be postmarked by June 15.** Fax, e-mail, or hand delivered applications will be not be accepted. Applications postmarked after June 15 will not be processed.

Section I General Information

- Please type or print legibly and complete all fields.
- The student's **district of residence** is the public school district of residence pursuant to Ohio Revised Code 3313.64(B). All public school districts and school buildings have an **IRN** for identification purposes. You will need to get the district IRN from the district or go to the Ohio Department of Education website and search for "IRN".
- Student's full **name**, **date of birth**, and complete street **address** including city, state and zip code is needed.
- This application is for the entire academic year. While there is limited funding available and applicants may not receive funding for all hours requested, enter the total **semester hours** the student would like to take during the upcoming academic year. Summer semester hours are not permitted.
- **Grade level** is the expected grade level of the student for the upcoming school year.
- Applicant may attend more than one **post-secondary institution**. Contact the institution to get its IRN.

Section II Student/Parent Certification

- Student and parent (or guardian) should review the information available on the Ohio Department of Education's website regarding the post-secondary enrollment options program.
- The student must sign and date application. The student's parent or legal guardian must also sign and date the application if the student is under 18 years old. Signatures must be in ink. No pencil signatures will be accepted.
- Please provide a phone number on the line provided in case there is a need to contact you.

Section III Certification of Homeschooling

- Applicant must provide proof of being home educated according to Ohio Administrative Code section 3301-34. Either attach the current letter from public school district superintendent excusing the student from compulsory attendance or obtain the superintendent's signature. Both are not necessary.

Section IV Post-secondary Institution Certification

- A representative from the post-secondary institution must sign the application. In addition, a letter of acceptance must be attached to application or the official seal/stamp of the post-secondary institution must be on the application.

- For the college official seal/stamp, it must be a raised, embossed stamp with the college's official seal or an ink stamped college seal. "Date stamps" and "received stamps" are not acceptable to indicate acceptance by the college. Applications with seals/stamps which do not meet this standard will not be accepted.