Ohio | Department of Education

Rev 3/13

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 student 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.

Section II Please indicate the method used to convert credit:

1. Select method 1, 2, or 3 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.

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, excluding lunch. A typical day is 7-8 periods.

2. Insert the number of Carnegie units the student has scheduled at the home school. It usually takes about 120 – 150 hours of instruction to master content for a Carnegie unit.

3. **FOR VOCATIONAL STUDENTS ONLY**: Traditional public schools are to complete #3 for regular and contract vocational students participating in Post-Secondary Option "B" Program.

Ohio | Department of Education

Rev 3/13

Section IV For the current school year, list the number of semester hours for which the student has enrolled.

1. Include the name of the post-secondary institution attended by the student**.**

2. **If the student attended more than <u>TWO</u> post-secondary institutions during the same year, complete a separate SF-PS-140A for each institution.**

3. Insert the **<u>TOTAL</u>** number of semester hours for the current school year.

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

5. A contact person and telephone number shall be listed.

Send one copy of the form to:
Area Coordinator on or before April 30