# 22+ Adult High School Diploma Program Manual May 2024











Department of Education & Workforce

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### 22+ High School Diploma Program

#### Guidance

- 22+ High School Diploma Program is a competency-based program.
- The High School Diploma Program will be open to adults ages 22 and older
- Providers are required to provide career counseling to an adult participant that ensures the adult participant is aware of the options available.
- Providers shall develop an individual Credit Recovery Plan with each adult participant based on the credits and assessments the adult participant needs to pass to earn a high school diploma.
- Providers shall develop an attendance policy and document participant attendance through the attendance tab on the finance side of the participant's application.
- The district of residence where the participant currently resides shall issue a diploma and final transcript within 60 days after the district of residence receives a certificate of completion.

#### Adult 22+ Program - Provider Eligibility

The following institutions are eligible to be providers:

- Community school dropout prevention and recovery program;
- City, local, or exempted village school district;
- Community Colleges; and
- Ohio Technical Centers.

#### Adult 22+ Program - Participant Eligibility

Adults must meet the following criteria to participate in the 22+ HSD Program:

- Be at least 22 years of age;
- Have not received a valid high school diploma or equivalent; and
- Be an Ohio resident.

#### **OEDS** Roles

Employees of public schools who are authorized to access the Adult 22+ HSD Program must have the following roles:

- HSD Nominator Completes the application
- Superintendent or Superintendent Designee Submits the application

The school's OEDS administrator assigns these roles.



#### **Provider Application**

1. Sign-in to your OH|ID Account via the login page.

	An Official Site of Ohio.gov 🛇
⊖OH ID	
Log in to your OH ID account to access multiple state applications.	
User ID	
FORGOT YOUR USER ID?	
Password	
×	
FORGOT PASSWORD?	
🛆 Log In	
LOGIN HELP   FIRST TIME USER?	
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be se computer systems may be accessed and used only for official state business by authorized personnel.	t forth on the individual pages of this website. State of Ohio

You should be taken to a page of your applications. They now appear as tiles:





COHIONS OLDIONS

# If you do NOT have the Adult Learner tile, begin with step 2. Otherwise, proceed to step 3.

- 2. Request Access to Adult
  - a) Your OEDS Administrator must assign the HSD Nominator role.
  - b) Click the following tile:



- c) Application Request
  - 1) Enter information in the four text boxes: Name, Email, Phone and Extension
  - 2) Application: Select Adult Learner
  - Membership Requested: Select HSD Provider Applicant.
     Providers never select Adult Learner for the Membership Requested.
  - 4) Reason: Include your school name, job title, and the reason for requesting access to the Adult Learner Provider Application, such as Adult 22+
  - 5) Once entered, click Submit.

SAFE Applic	ation Request		
	allon Request		
CONTACT INF	ORMATION *Change contact information	ation if needed for request purposes only*	
Name:		*Email:	
Phone:	- <u>-</u>	Extension:	
REQUEST INF	FORMATION		
*Application:	Adult Learner	*Membership Requested:	HSD Provider Applicant
	In the reason box below, please indica whether you are a student or a provide you are a provider, indicate your job til and institution.	ate er. If Ile	
*Reason:			
*Required			Submit



#### BEGIN HERE (Step 3) if you already have access to the Adult Participant Web

3. Access the Adult Learner Web System

Once access is granted to the 22+ Program Application, eligible organizations may apply by clicking on the Adult Learner web system.

#### My Apps



- 4. To Begin a Provider Application
  - a) On the top left side of the screen, click *Select Program*. If given a choice, select the 22+ Adult High School Diploma Program. The Provider Search Page should appear.



b) **NEW Providers:** Select New Provider Application under the Provider Tab.





DASHBOARD	PROVIDER -	STUDENT -	FINANCE -	COMPLIANCE -	USER MANUALS AND FORMS	CONTAC
	» Search Pro	wider				
Module: Provider	» New Provid	ler Application				
Program Selected:	» Renew Pro	vider Applicatio	n			
22+ Adult High School Diploma Program	» Task Mana	gement				

c) **CURRENT** Providers: Select Renew Provider Application under the Provider Tab.

Ohio Departme	Department     Welcome : KELSEY LEWIS       of Education     046326 - Clermont Northeastern Local				
DASHBOARD	PROVIDER-	STUDENT - FINANCE -	COMPLIANCE -	USER MANUALS AND FORMS	
Module: Provider Program Selected: 22+ Adult High School Diploma F	<ul> <li>» Search F</li> <li>» New Prov</li> <li>» Renew F</li> <li>» Task Mar</li> </ul>	Provider vider Application Provider Application nagement	-		

d) Click to read the terms and conditions of the 22+ Adult Provider Affidavit. Please review carefully and verify that you are compliant in all areas. Check the box to confirm that you read and agree to the terms and conditions.

DASHBOARD		UDENT - FINANCE		USER MANUALS AND FORMS	CONTACTS
Module: Provider					
Program Selected:					
22+ Adult High School Diploma F	Program 🛊				
Renew Provider Applica	ation				-
Click here to read terms and	conditions: 22-	Adult High Scl	nool Provider	Affidavit	
By checking this box I hav	e read and agre	e to the terms and	conditions out	ined in the New Provider A	Affidavit link.
The Prove Affidavit includes attestati a provider.	ons of compliance wit	th program rules. Please	review it carefully and	d verify that you are compliant in all a	areas before attempting to register as



e) New providers select the correct organization and click START APPLICATION, which expands the box. Complete the TaxId box and confirm the Application Period is set to *Adult Participant FY 2025,* then click *Submit.* 

New Provider Application	
Click here to read terms and conditions: 22+ Adult High Sci	ool Provider Affidavit
By checking this box I have read and agree to the terms and he Provider Affidavit includes attestations of compliance with program rules. Plt 1. All Service Providers are listed in The Ohio Educational Directory System organization in the dropdown list below. Select your organization and click of 2. If you are a school or past provider and your organization does not appea 3. If your organization is new and is not currently listed in OEDS, begin by s information on the screen below and press SUBMIT. You will be issued an II tart application by: Selecting an Organization you are associated with from the secondated Organization and a constraints of the screen below and press SUBMIT. You will be issued and in tart application by: Selecting an Organization you are associated with from the	conditions outlined in the New Provider Affidavit link. ase review it carefully and verify that you are compliant in all areas before attempting to register as a provider. (OEDS). If your organization is already listed in OEDS and you have the proper associated role you will see your ISTART APPLICATION. After your data appears, click SUBMIT. In the dropdown please check with your OEDS administrator to assure you have the correct role. Jecting Create a New Org/Provider from the drop down list and click on START APPLICATION. Then, fill out the general IN (Information Retrieval Number - which is used as a unique identifier for your organization) upon application approval. drop down or select "Create a New Org/Provider" then press Start Application.
Start Application	
Start Application	
Start Application Organization Information Name: ACADEMIA VOCATIONAL DEL TURABO	Taxid:
Start Application Organization Information Name: ACADEMIA VOCATIONAL DEL TURABO Im: 007830	Taxid:
Start Application Start Application Name: ACADEMIA VOCATIONAL DEL TURABO Im: 007830 Phone: (787) 746 - 6634	Taxid: Designaxe county: Out of State
Start Application Start Application Name: ACADEMIA VOCATIONAL DEL TURABO Im: 007830 Phone: (787) 746 - 6634 Email: N/A	Taxid: Designaws sounty: Out of State Fax: N/A Web URL: N/A
Start Application	Taxld: Designate county: Out of State Fax: N/A Web URL: N/A



f) Providers renewing their applications will click START RENEWAL, which expands the box Confirm the Application Period is set to the appropriate fiscal year. Click *Renew Application*.

Click here to read terms and conditions: 22+ Adult High	School Provider Affidavit	
By checking this box I have read and agree to the terms a	and conditions outlined in the New Provider Affidavit link.	
The Provider Affidavit includes attestations of compliance with program rules 1. All Service Providers are listed in The Ohio Educational Directory Systorganization in the dropdown list below. Select your organization and cli 2. If you are a school or past provider and your organization does not ap 3. If your organization is new and is not currently listed in OEDS, begin general information on the screen below and press SUBMIT. You will be approval.	I. Please review it carefully and verify that you are compliant in all areas before attempting to register as stem (OEDS). If your organization is already listed in OEDS and you have the proper associated role you ick on START APPLICATION. After your data appears, click SUBMIT. ppear in the dropdown please check with your OEDS administrator to assure you have the correct role. by selecting Create a New Org / Provider from the drop down list and click on START APPLICATION. The issued an IRN (Information Retrieval Number - which is used as a unique identifier for your organization)	a provider. a will see your nen, fill out the n) upon application
Selected Organization: 046326 - Clermont Northeastern Local	Start renewal	
Organization Information		
Organization Information Name: Clermont Northeastern Local	Taxld: 316005529	
Organization Information Name: Clermont Northeastern Local Irn: 046326	Taxld: 316005529 Designate County: Clermont	
Organization Information Name: Clermont Northeastern Local Irn: 046326 Phone: (513) 625 - 5478	Taxld: 316005529 Designate County: Clermont Fax: (513) 625 - 6080	
Organization Information Name: Clermont Northeastern Local Irn: 046326 Phone: (513) 625 - 5478 Email: Refresh@Fakemail.com	Taxld: 316005529 Designate County: Clermont Fax: (513) 625 - 6080 Web URL: http://www.cneschools.org/	
Organization Information Name: Clermont Northeastern Local Irn: 046326 Phone: (513) 625 - 5478 Email: Refresh@Fakemail.com Application Period: Adult Learner FY	Taxld: 316005529 Designate County: Clermont Fax: (513) 625 - 6080 Web URL: http://www.cneschools.org/	
Organization Information Name: Clermont Northeastern Local Irn: 046326 Phone: (513) 625 - 5478 Email: Refresh@Fakemail.com Application Period: Adult Learner FY +	Taxld: 316005529 Designate County: Clermont Fax: (513) 625 - 6080 Web URL: http://www.cneschools.org/	

- 6. General Information Tab
  - a) Ensure all information is correct. Only the school's OEDS Administrator can make changes to the information on this tab.

	065201 - Ohio Central School System		Period:	Period: Adult Diploma FY Type: Renewal Application		Renewal Applications	Status: Started	
General	Personnel	Programs/Cour	ses	Docs	Status	/ Flags	Comments / History	1
Provider	0							

b) Go to the box titled *Provider/Program Status Info* on the bottom right. Confirm the Application Type is accurate. If needed, click the *Edit* icon and choose *First Year Applications* or *Renewal Applications* from the drop-down menu then click the save icon.

Provide	r/Program Status Info
Servicing:	Adult Diploma Program
Current Sta	atus: Started
Application	Type: Renewal Applications
Application	Period: Adult Diploma FY :



#### 7. Personnel Tab

Click on ADD or REMOVE to modify the staff members who have access to the 22+ HSD Program.

General Personnel	Application Participating Buildings	Docs Status /	Flags Comments / History
Personnel	Details		
LEWIS, KELSEY	Name: KELSEY J LEWIS Phone: (513) 62: -1211 Email: Refresh@fakemail.com	Do SSN (Li	ast < ): 6394
Add Remove	Available Roles	Add Role 🧿 📀 Remove Role	Assigned Roles HSD Nominator

#### 8. Application Tab

Providers renewing applications are required to provide updates response for each of the eight questions.

NOTE: This tab may take longer to load. Please be patient.

General Personnel	Application	Participating Buildings Docs Status / Flags Comments / History
Sections		Questions
Graduation rate	-	Question : Graduation rate Question Count : 1
Assessment process for new enrollees	0/1	» Question
Process for assessing competency and the awarding of prior credit	0/1	Specify the educational institution's 4, 5, 6, 7 and 8 (if applicable) year graduation rate from the previous year's
Support services offering details	0/1	Local Report Card.
Career-technical training offering details	0/1	** 2,000 character maximum response for each question.
Educational services offering details	0/1	Enter text here
Program offering details for adult learners	0/1	
Program differences between adult learners and K-12 grade students	0/1	
Export to PDF		



#### 9. Participating Buildings

Include information on each of the buildings which will provide learning opportunities for adult participants through the 22+ High School Diploma Program.

G	eneral	Personnel	Application	Participating Building	IS Docs	Status / Flags	Comments / History	
Bu	ildings							
	IRN	PHYSICA	L ADDRESS	ACCEPTING	APPROVED	WITHDRAWN	TERMINATED	
	006635	5327 Hutchinson Rd B	atavia, Ohio 45103-9511					
								Save

#### 10. Docs Tab

Upload the required documents listed:

- Local Report Card Graduate Rate (Community Colleges will upload a document stating no report is available. All other providers upload the most recent report card.)
- Handbook (All providers)
- W-9 Form, if applicable (All Schools)
- Letter on Sponsor's letterhead acknowledging you are applying for the 22+ program, if applicable (Community Schools only)
- 11. Status/Flags Tab

The FY25 22+ Provider Application is submitted once all eight questions are answered and all documents are uploaded.

NOTE: Only the school's superintendent or superintendent designee for K-12 schools or HSD Authorizer for colleges can submit the FY25 22+ Provider Application. HSD Nominator's are *not* permitted to submit the application.

The picture below is taken from an HSD Nominator's login; therefore, there is no ability to submit.

Applied flags you may remove  Applied flags you may not remove  Update Status To:	General	Personnel	Application	Participating Buildings	Docs	Status / Flags	Comments / History
Applied flags you may remove Current Application Status Started Update Status To:							Status
Applied flags you may not remove Update Status To:	Appl	ied flags you may re	emove				Current Application Status Started
	Applie	d flags you may not	t remove				Update Status To:

12. Participant Content, Electives and Assessment Info

Comments can be made by the HSD Authorizer, HSD Nominator, superintendent, superintendent designee and/or the Ohio Department of Education 22+ HSD Program Administrator. Notices are **not** provided to the authorizer, nominator, superintendent or designee and/or the department





administrator when a comment is made. The function of the comment box is for historical notes only.

Please email any necessary comments directly to the appropriate person.

13. Annual Renewal of the Provider Application Approved Providers are required to renew their application annually. Funding for an application period ends June 30 of the fiscal year.

# **IMPORTANT INFORMATION**

1. The adult participant MUST have a OH|ID account\* BEFORE you can begin a Student Application.

\*This means the adult participant must create AND confirm the OH|ID account via email.

- 2. It is important that ALL participant records have been reviewed prior to completing the participant application.
  - a. Prior transcript(s)
  - b. Work credit form (This is to be utilized first before assigning elective credits.)





# c. Individualized Education Plan, if applicable d. Assessment scores, if applicable

3. Participant applications must be approved by our state office prior to the participant completing coursework. Credits earned prior to an approved application are not eligible for reimbursement.

#### **New Student Application**

#### **1.0 Completing the Student Application**

Completing the Student Application is the Provider's responsibility. Providers may enroll participants into the system once the Ohio Department of Education approves the provider to offer the Adult 22+ High School Diploma Program and the participant application window is open. The adult participant **MUST** create and confirm their SAFE account **BEFORE** beginning this process.

1.1 Sign in to OH|ID Portal. (https://safe.ode.state.oh.us/portal/)

	An Official Site of Ohio.gov 🛇
⊖OH ID	
Log in to your OH ID account to access multiple state applications.	
User ID	
FORGOT YOUR USER ID?	
Password	
FORGOT PASSWORD?	
LUGIN HELP   FIRST TIME USER?	
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set I computer systems may be accessed and used only for official state business by authorized personnel.	orth on the individual pages of this website. State of Ohio



1.2 Click the Adult Learner Application tile

1.3



1.4 In the window that appears on the left, click on 22+ Adult High School Diploma Program.



1.5 Hover over the Student Tab located in the top left of the page. Select New Student Application.





**Provider Search Page** 

### 2.0 Student Search for Creating a New Application

**2.1** Select the appropriate Application Period. Add new participant information in the three required fields: *Student Date of Birth, Student First Name*, and *Student Last Name*.

Module: Student	
Program Selected:	22+ Adult High School Diploma Program 🗸
Student Search for	Creating a New Application
Application Period	
Adult Learner FY	V
*Student Date of Birth	
01/01/1990	
*Student First Name	
camden	
Current Last Name is diff	ierent than birth certificate
*Student Last Name	
stephens	
SSID	
QSearch ©Reset	
Your search parameters r	etum ZERO results.
If a student has had an applic Creating a duplicate student Click HERE to Add a New Stu	cation in the past and you do not find them in your search, contact the program office for assistance before creating a new student. will delay the application approval process. udent to the system

**2.2** Once all required participant data are entered, click Search.



#### Student Search for Creating a New Application

Application Period	Adult Learner FY		
*Stulent Date of Birth:	01/01/199C (mm/dd/yyyy)	SSID:	
*Stulent First name:	Wayne	*Student Last name:	Gretzky
*Required Fields		Current last name	is different than birth certificate
Search Reset			

**2.3** The message "Your search parameters return ZERO results" should appear. Click the HERE located on the bottom left to create a new application.

		Student Se	arch for Creating a I	New Application		
Application Period	Adult Learner FY					
*Student Date of Birth:	01/01/199C (mm/dd/yyyy)	SSID:				
*Student First name:	Wayne	*Student Last name:	Gretzky			
*Required Fields Search Reset	s return ZERO results					
If a contract of the second se	application in the past an udent will delay the applic ew Student to the system	d you do not find them ation approval process	in your search, contact th	e program office for assis	stance before creating a	a new student.

#### **3.0 Entering Basic Student Information**

3.1 Nine critical data points **must** be correct: First Name, Middle Name, Last Name, Gender, Date of Birth, Birth Place city, Ethnicity, Language, and Mother's Maiden Name. The participant information entered on this page must match the participant's information entered in the participant's SAFE account!! These items ensure correct participant data are established, maintained, and available for future tracking and transfer.

\*Note – make sure the correct Application Period is selected from the dropdown box.

	SELE	ECT ~			
Student Home Mail	ling Addr	ess			
Home Mailing Address s	ame as Home	Physical Address			
*Address Line1	Address	Line2			
*City	*State	*Zi	)		
	SELE	ECT V			
*Application Period Adult Learner FY 2024	~	*County SELECT	~	*Legal District of Residence SELECT	~
				The field is required.	
*Residency Begin Date		*Initial Provider		*Assigned Building	
07/01/2023		SELECT	~	SELECT	~
*Program Criteria	High School ng(s) je or older.	Diploma or Certificate of Hig	h School Equiva	lence	
Student is 22 years of an					
Student is 22 years of ag For reference only: Student Ag	e as of 1/5/202	4:23 years, This application v	vill be enrolled i	n the HSD (22+) program.	

Once Basic Student Information is entered, click Create New Student Application.

**3.2** After clicking the *Create New Student Application* button as shown above, access will be available to the other tabs within the application.

						ID: 950332	Name: justin laut	er Period: Adult Learn	er FY 2022	Type: New	Status: Started		Back to student search results
Stude	ent Application	Past Credits Earned	Credit Recovery Plan	Assessment	Docs	Assurances	Status / Flags	Comments / History				SSID STATUS	
First Date Ethr Birth Pho	Name: justin e of Birth: 01/01/1990 icity: Asian or Pacific I Place City: columbus te Number: 333-333-33	islander 33	Middle Name: Mother's Maiden Last Na Native Language: Englis Birth Place State: Ohio Phone Number Type: Ce	me: z h Il Phone Number			Last Name: lau Gender: Femal Last 4 Digits of SSID: Email: mallikaJ	ber Suffix: e SSN#: 4534 kandru@education.ohio.go	DV			Current SSID Status Pending SSID Verification Update SSID Status To: No Action Available	
Add Stu Add Add City: Stat Zip:	dress dent Home Physica ress Line1: 23 s front s ress Line2: columbus e: Ohio 34242	l Address Ø				Student Hon Address Line1 Address Line2 City: columbu State: Ohio Zip: 34242	ne Mailing Addre 23 s front st s	55 0			_		



### 4.0 Application Tab

The Application Tab includes a summary of the data entered in step 3 for the adult participant.

Student Application Past Credits Earned Cre	edit Recovery Plan Ass	essment	Docs	Assurances	Status / Flags	Comments / History				
Application Information 🗹				^	HSE REVIEW					
Initial Provider: 047373, Oak Hills Local  Program Criteria: Student does not have a High School Diploma or Certificate of High School Equivalence Is student twenty two years of age or older? Yes										
Legal District of Residency				^	List of Provide	rs				
NAME	RESIDENCY F BEGIN DATE	RESIDENCY END DATE	DID NOT RESIDE IN THE	EDIT		NAME	ENROLLMENT START DATE	ENROLLMENT END DATE	EDIT	DELETE

### **5.0 Past Credits Earned Tab**

**5.1** To establish the credit recovery plan for the adult participant, the provider is required to enter historic school information on the participant. Click *Enter Passed Graduation Details*.

Student Application Past Credits Earned Credit Recovery Plan As	esessment Docs Assurances Status / Flags	Comments / History	
		1	
Enter Desead Graduation Dataile			Current Status
Critics + tablet constant of table			
			Status: STARTED
Ohio Department of 877-644-6338   Sign-up	for Alerts Alerts	Charlotte McGuire, President	
UIIIO   of Education	Enter School History	×	LOGOUT Session Timeout:00:2
DASHROARD F	Enter Schoor History	S CONTACTS-	
	Year student first entered 9th grade *		
	2010		
Module: Student	Highest grade completed *		
Program Selected: 22+ Adult High School Diploma Program V	11th Grade	~	
	Last academic year completed *		
	2010		
ID: 921089	Name of last school attended *	Status: Started	
,	test		
	Last school address *		
Student Application Past Credits Earned Credit Recovery Plan	test	ory	
Enter Passed Graduation Details			Current Status
	* Required Fields		
			Status: STARTED
	⊗ Cancel	O SAVE	
Ohio Desethered	De Stanbania V. Siddana	State of the second second second	
Ono Department o	Interview Conscioler and a Dubis Instruction	Charlette MaCuine Dresident	

Once the participant's historic school information is entered, click *Save*. It is important that the data are entered accurately, especially the *Year participant entered* 9<sup>th</sup> grade.



5.2 A window appears as a reminder that the data cannot be changed. Click Yes if the entries are accurate.

	Please Confirm	×	Ses
DASHBOARD F	Once the information is saved, you will not be able to change or update it. Please c accuracy of the information that has been provided before you click "Yes"	heck the	
Module: Student		Yes No	
Program Selected: 22+ Adult High School Diploma Program V	11th Grade		
	2010		
ID: 921089	Name of last school attended *	Status: Started	
	test		
	Last school address *		
Student Application Past Credits Earned Credit Recovery Plan	test	ory	
Enter Passed Graduation Details		6	Current Status
	* Required Fields		
	⊗ Cancel	• SAVE	
Ohio Department	of Education Dr. Stephanie K. Siddens St. Interim Superintendent of Public Instruction Ch	ate Board of Education of Ohio arlotte McGuire, President	
877-644-6338   Sign-L	p tot Alens		

**5.3** This page documents the courses and assessments the participant is required to take and pass to earn a high school diploma.

# **Past Credits Earned Tab -** Entering course and assessment information This section applies to new participant applications.

The HSD Nominator uses the participant's transcript(s) to document the courses and assessment the participant passed in high school by selecting the number of completed credits in the drop-down box to the right of each Content and Elective subject. The drop-down menu includes the maximum number of credits the participant needs to pass to meet graduation requirements the year the participant entered the 9<sup>th</sup> grade for the first time.

Beginning in July of 2022, students who entered 9<sup>th</sup> grade for the first time between 1990 and 2013 and were required to take the proficiency or Ohio Graduation Test will instead be required to take the end-of-course assessments. Students do not need to take the end-of-course assessments in place of any Ohio Graduation Tests they have already passed. For example, if a participant passed the Math Ohio Graduation Test, they do not need to take a math end-of-course assessment.

#### **Participants with Disabilities**

The HSD Nominator may check any end-of-course assessment as **passed** if the adult participant has an Individualized Education Plan that states they are exempt from the consequences of not passing one or more end-of-course assessments.

#### **Science End-of-Course Assessment**

The HSD Nominator may mark the Science end-of-course assessment as passed if the adult participant initially entered the 9<sup>th</sup> grade prior to 1997. Adult participants entering the 9th grade in 1997 and beyond are required to pass the Science end-of-course assessment.

#### Work/Life Credit

The HSD Nominator enters the number of Work/Life Credits under CTE elective credits on the Past Credits Earned Tab. Supporting documentation must be uploaded. Every 120 hours of work documented equals one (1) CTE credit up to the number of electives required.





The following screen will appear under the Past Credits Earned tab.

Student Past Detail	ls								Current Status		
Student first entered 9th g Last academic year comp	grade year: 2010 pleted: 2010	Hij Na	phest grade of the lat	completed: 1	1 inded: test				Status: STARTED		
Content Subjects:					Elective Subjects:			Assessment Passage:			
UBUECTS		CREDA	rs		SUBJECTS	CREDITS		EOC			
English Language Arts		3.5		~	Foreign Language	0.0	~	Assessment Passage:			
Mathematics		3.5		~	Fine Arts	0.0	~	ASSESSMENT		POINTS	
Algebra 2		1.0		~	Business	0.0	~	English Language and Arts			
Other Mathematics		2.5		~	Career Technical	0.0	~	English Language and Arts 1		3.0	
Social Studies		3.0		~	Family and Consumer Sciences	4.0	~	English Language and Arts 2		0.0	
American Mistory					Taska alan		-	Mathematics			
American Pristory		0.0		•	heumotogy			Algebra 1		3.0	
American Governmen	11	0.9		v	Agnoutural Education	0.0	~	Geometry		3.0	
Other Social Studies		2.0		~	Junior Reserve Officer Training Corps (JROTC) program	0.0	v	Social Studies and Science			
Science		2.5		~				American History		4.0	
Physical Science		1.0		~				American Government		1.0	
Life Sciences		0.5		~				Biology		0.0	,
Advanced Study		1.0		~				Total Required Points			
Health		0.5		~							
Physical Education		0.50		~							
Physical Education W	faiver										
Fine Arts (Semesters)		2.0		~							
		12									

Clicking Save Passed Credits/Assessment allows the HSD Nominator to double check and edit the information.

SUBJECTS	CREDITS	SUBJECTS		ogr	~
English Language Arts	4.0 ¥	Foreign Lans	~	Assessment Passage:	
Mathematics	4.0 ¥	Fine Arts	Chrea	SUBJECTS	TEST TYPE
Algebra 2	1.0 ~	Business		2 Mathematics	OGT V
Other Mathematics	3.0 ~	Career Technical	0.0 ~	Reading	OGT V
Social Studies	2.5 ¥	Family and Consumer Sciences	0.0	Science	OGT V
American History	0.5 💙	Technology	0.0 💙	Social Studies	↓ TDO
American Government	0.0 🗸	Agricultural Education	0.0	E Writing	OGT V
Other Social Studies	2.0 ~	Junior Reserve Officer Training Corps (JROTC) program	0.0	** Only check the box if the student has passed the assessment	
Science	3.0 ~				
Physical Science	1.0 ~				
Life Sciences	1.0 ¥				
Advanced Study	1.0 💙				
Health	0.5 🗸				
Physical Education	0.50 🗸				
Physical Education Walver					
Fine Arts (Semesters)	2.0 🗸				
Economics and Financial Literacy	8				
	se the dropdown bases to complete t	the graduation requirements which will create a Budent Success Plan.		Findles Passed Caddy Assessment	edit/Assessment Cancel



Clicking *Finalize Passed Credits/Assessment* locks the information on the page. Once the HSD Nominator has confirmed they have correctly uploaded all credits and assessments, click *yes*.

SUBJECTS		CREDITS						000000							
English Language Arts		4.0		- Foreign La	Please Confi	rm		×	~	Assessment Passage:					
Mathematics		4.0		Fine Arts	Once you finalize data. Please cher	the passed credit/assessment ok the accuracy of the data befo	data, you will not be able t re olicking 'Yes'.	o change or update the	~	SUBJECTS			TEST TY	PE	
Alnebra 2		10		Business				Yes No		Mathematics			OGT		~
Other Mathematics				Caraor Tor	shoical					Reading			OGT	r	~
				Carder rec	crimical				-	Science			OGT		~
Social Studies				<ul> <li>Family and</li> </ul>	d Consumer Scien	ices		0.0	~	Social Studies			OGT		~
American History		0.5	~	Technolog	а			0.0	~	5 Writing					-
American Government		0.0	~	Agricultura	al Education			0.0	~	** Only check the box if the s	student has passed t	the assessm	nent		
Other Social Studies		2.0	~	Junior Res	serve Officer Train	ing Corps (JROTC) prog	Iram	0.0	~						
Science		3.0		-											
Physical Science		1.0		•											
Life Sciences		1.0	×	-											
Advanced Study		1.0		-											
Health		0.5													
Physical Education															
Physical Education Waiver		0.50		빅											
Elea Arte (Comesters)															
Economics and Financial Literacy		Note the dropdown	1 boxes to compil	lete the graduation reg	guirements which will or	rate a Student Success Plan.				For	elice Passed Credits/Assess	ment Save Pa	issed Credits/Asse	essment Ca	rcel
Enterna (semenant)		Since the dropdoest	1 baxes to compl	life the graduation req	parements which will or	reale a Studient Success Plan.				E	size Pessel Crediti/Assess	ment Save Pa	ussed CreditalAsse	essment Ca	real
Lorenzia (solitateata)     Economics and Francial Likeracy     dent     Application     Past Credits Estudent Past Details	arned Credit Recovery	Status for dependent Plan Assessment	boxes to compl     Docs	riete me graduation reg	suirements which will co	name a Student Sources Plan.	ну			-	Current Stat	ment Save Pa	used Credits/Ass	essmant Ca	ricul
Economics and Financial Likescy Economics and Financial Likescy users Application Past Crudits Ex Student Past Details Indent Past Details Indent Past Details Indent Past and Details Indent Past and Details Indent Past Details	arned Credit Recovery	Cost the despiner     Plan     Assessment     Highest gra     Name of the	boses to compl Docs de complete blast school	ett the gadiation reg Assurances id: 11 attended: test	preners which will on	velle a Blobert Sussess Plus.	пу				Current Status Status: FIRALL	went Gove Pa	Seed Seed Science	essenant C	
Coronics and Financial Likescy  Economics and Financial Likescy  Application Past Credits Ex  Student Past Details  butent fort entered 90 grade year: 2010 att academic year completed 2010  Tot' FublicC15	arred Credit Recowy	Plan Assessment Highest gra Name of the	Docs	et the galation reg Assurances rd: 11 attended: test	pdraments which will co	eele a Budert Sussess Pac.	ny PASED	ECCASESIMENT			Current Status Status: FINALI	tus	Summary	comment C	incel
	arried Credit Recovery	r Plan Assessment Highest grav Name of the	Docs	ete the graduation reg Assurances Id: 11 attended: test	pdrements which will co	Comments / Histo     Comments / Histo     Comments / Histo     S.0	ny PASED 4.0	Eccasesamerr			Current Status Status FINALI Status FINAL	urent Saras Pa tus ized	Summary	econeri Ca	
Commission and Financial Likescy  Economics and Financial Likescy  admit Application Pest Credits E  Student Past Details  hubert for entered 90 grade year: 2010 att academic year completed 2010  Text Subjects  jph Language Arts hematics	armed Credit Recovery	Vise the amplies     Vise the amplies	Docs	ett ine geskuton ne Assurances ed 11 attended: test wtcts	prevents which will on	Butent Senses Plan     Comments / Histo     REQUEED     5.0	ry PASIED 4.0 0	ECCASESSERV English Language English Language	and Arts		Current Status Status: FINALI	tus	Summary Content	Required	
Coronics and Financial Livracy	armed Credit Recovery	Plan Assessment Highest gra Name of ba	Docs	Assurances d 11 attended test wetts	prevenens which will on	suite a Bluent Survey Plan.	ry PASED 4.0 0 0	English Language English Language English Language	e and Arts	Arts 1 4 det 2	Current Stat	tus	Summary Content Elective	Required 15.0	I Pas
Adent (Selficient)  Economics and Financial Likescy  Application Past Civicities Ex  Student Past Details  thush that thereal Sh grade year: 2010 and academic year completed 2010  Totr fuence11  Jah Longuage Arts hematics  Appleba 2  Other Mathematics	arred Credit Recovery	r Plan Assessment Highest gra Assessment Highest gra Assessment 25 1 25	Docs	Assurances Id 11 attended test MACTS	planenets which set of	een a Budert Bouers Plan ) Comments / Histo REQUIRED 5.0	чу РАЗКО 4.0 0 0 0	ECCASSESSMENT English Language English Language English Lang	and Arts	4Ats 1 Arts 2	Current State Status FIRALI 3 0	tus	Summary Content Elective Total:	Required 15.0 5.0 20.0	I Pas 13 4 17
	arred Credit Recovery seconsto 4 4 1 3 3 3	0           "too the stropber           r Plan         Assessment           Highest gran           Name of the           3.5           3.5           1           2.5           3.0	Docs	Assurances d: 11 attended test nguage	priements which will co	sale a Bulent Bourse Plan           a)         Comments / Histo           s)         Solution Bourse State           s)         Solution Bourse State           s)         Solution Bourse State	νγ γλ500 4.0 0 0 0 0 0	EOCASSESSMENT English Language English Language English Lang Mathematics Albebra 1	and Arts	2	Current State Courtent State States: FINALL  PORTS	tus 12ED	Summary Content Elective Total:	V Required 15.0 5.0 20.0	1 Pas 13 4 17
Lower (a solution)     Economics and Financial Likescy     Economics and Financial Likescy     definition     Economics and Financial Likescy     definition     Rest Credits E      sudent Past Details     tudent Past	arreed Credit Recovery	0         ************************************	bees to cerry Docs Docs Docs Docs Docs Docs Docs Docs	Assurances Id 11 attended test wetts hnical Consumer Science	pleases who will be a completeness who will be a completeness who will be a completeness of the completene	Bluent Scores Pin     Comments / Histo     Econtrol     5.0	PASED 4.0 0 0 0 0 0 4	CCCASSESSMENT English Language English Lang Mathematics Algebra 1 Geometry	and Arts suage an	0 d Arts 1 d Arts 2	Current Status Status FINALI Status FINAL 3 0 3 3 3 3 3	tus	Summary Content Elective Total:	Kequired         Co           15.0         5.0           20.0         20.0	1 Pas 1 3 4 17
Commiss and Financial Livracy     Economics and Financial Livracy     Commiss and Financial Livracy     Commiss and Financial Livracy     Commission	arned Credit Recovery KCOMED     4     4     4     1     3     05     05	0         ************************************	Docs Docs Complete Co	Assurances Ind 11 attended test wettrs hnical Consumer Scient	prevenents white will compare the second sec	Bluent Boress Plan     Comments / Histo     REQUEED     5.0	PASED 4.0 0 0 0 0 4 4 0	English Language English Language English Language Mathematics Algebra 1 Geometry Social Studies an	e and Arts tuage an tuage an d Scienco	A Arts 1	Current Stat Status FINAL 3 a 3 a 3 a 3 a 3 a	tus IZED	Summary Content Elective Total:	Kateline         Company           Required         15.0           5.0         20.0	1 Pas 13 4 177
Commission of Francial Liveracy	armed Credit Recovery	Was the stopping           r Plan         Assessment           Highest gra         Highest gra           Name of the         1           2.5         3.0           0.5         2	Docs Docs Docs Docs de congister e last school Foreign Lan Frie Arts Business Career Teck Panity and Technology Agricultural	Assurances d. 11 attended test utcrs bhical Consumer Scier 'Education	presented which will ce	een a Budert Souces Plan a Comments / Histo REQUEED 5.0	ny PASED 4.0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Eoc ASJESSMENT English Language English Lang English Lang English Lang English Lang Algebra 1 Geometry Social Studies an Annerican Hi	e and Arts ruage an ruage an d Scienco story	0 AAts 1 d Ats 2	Current Stat Status FINAL 3 0 0 3 3 3 4 4	ver See Pa	Summary Content Elective Total:	**************************************	1 Pas 13 4. 177
Commission of Francial Likescy	arred Credit Recovery	0	Docs Docs Docs de congisters e last school KECIVE Suit Foreign Lan Frie Arts Dusiness Career Tachnology Agricultural Junior Rese	Assurances d 11 attended test utcrs brical Consumer Scier ; Education arve Officer Train	premers which will compare the second s	sea a Budert Bouers Plan     Comments / Histo     RecountO     5.0     C) program	чу РАЗКО 4.0 0 0 4 0 0 0 0 0 0 0 0 0 0 0 0 0	ECCASSESSMENT English Language English Language English Lang Mathematics Algebra 1 Geomstry Social Studies an American Ré	a and Arts suage an suage an d Scienco story vvermeet	A Ats 1 A Ats 2 A Ats 2 A Ats 2 A Ats 2 A Ats 2 A Ats 2 A Ats 3 A Ats 3 A Ats 3 A Ats 3 A Ats 4 A Ats 4 Ats	Current Stat Status FIRALI 3 0 3 3 4 4 1	2 III 7 2 IIII 7 2 III 7 2 IIII 7 2 III 7 2 II	Summary Content Elective Total:	Required         5.0           5.0         20.0	1 Pass 13. 4.1 17.

Providers can make corrections to the participants application until The Department has placed the application into the "Under Review" status.

#### 6.0 Credit Recovery Plan Tab

6.1 When the HSD Nominator finalizes the Past Credits Earned, the system creates the Credit Recovery Plan based on the content, elective courses and assessments the adult participant is required to pass to earn a high school diploma.

If the Ohio Graduation Test is being used for assessments, the HSD Nominator will be directed to the following screen.



						ID: 950332	Name: justin laub	er Period: Adult	Learner FY 2022	t Type: New Status: Started			Back to student search re
Student Application	Past Credits Earned	Credit Recovery P	lan Asses	sment	Docs	Assurances	Status / Flags	Comments / Hist	ory				
Year One CONTENT SUBJECTS		PLANNED	PASSED	ELECT	TIVE SUBJEC	TS		PLANNED	PASSED	ASSESMENT SUBJECTS	Current Status		
Social Studies				Forei	ign Langu	age		0.0 🗸	0	Science	Status: STADTED		
American Government		0.5 🗸	0	Fine	Arts			0.0 ~	0	Social Studies	Status, STARTED		
				Busin	ness			1.0 ~	0		Graduating Info		
				Care	er Technik	cal		0.0 ¥	0		I plan on graduati	ng this year.	
				Fami	ily and Co	nsumer Scienc	es	0.0 🗸	0		Summary		
				Tech	inology			0.0 🗸	0		0	PTION 1 TRACK SELEC	red
				Agric	cultural Ed	lucation		0.0 🗸	0			Planned	Passed
				Junio	or Reserve	e Officer Trainin	g Corps (JROTC)	0.0 ×	0		Content:	0.5	0
				progr	ram					•	Electives:	1.0	0
											Assessments:	2	0
											Totals:	3.5	0
											Award Amount:		\$ 1850.00
											Total Paid So Far:		\$0.0
		** The success plan	details which on	idit(s) the st	tudent plans	to complete <u>this</u> y	ear					Finalize Plan	Save Cancel

If end of course assessments are being used for assessments, the HSD Nominator will be directed to the following screen.

Student Application Past Credits Earne	d Credit Recovery	Plan Asses	ament Docs Assurances Status / Flags	Comments / His	lory				
Year One									
CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESMENT SUBJECTS	Current Status		
English Language Arts	0.0 🗸	0.0	Foreign Language	0.0 🗸	0.0	English Language and Arts	Status: STARTED		
Mathematics			Fine Arts	0.0 ¥	0.0	Social Studies and Science	Childs, STARTED		
Other Mathematics	0.0 🗸	0.0	Business		0.0	Total Required Points	Graduating Info		
Science			Career Technical	0.0 ¥	0.0		I plan on graduati	ng this year.	
Life Sciences	0.0 🗸	0.0	Family and Consumer Sciences	0.0 ~	0.0		Summary		
			Technology	0.0 ~	0.0		O	PTION 1 TRACK SELEC	TED
			Agricultural Education	0.0 🗸	0.0			Planned	Passed
			Junior Reserve Officer Training Corps (JROTC)	0.0	0.0		Content:	0.0	0.0
			program	0.0 +	0.0		Electives:	0.0	0.0
							Assessments:	0	0
							Totals:	0.0	0.0
							Award Amount:		\$ 0.00
							Total Paid So Far:		\$0.0
	** The success pla	an details which cre	dit(s) the student plans to complete this year					Finalize Plan	Save Cancel



**6.2** The HSD Nominator meets with the adult participant to determine which courses the adult participant complete this year. In this example, the adult participant chooses to take 1.50 content and elective credits and two assessments this year. If the participant plans to successfully complete all requirements this year, the HSD Nominator will check the box *I plan on graduating this year*.

						ID: 950332	Name: justin laub	er Period: Adult I	earner FY 2022	Type: New	Status: Started			Back to student search result
Student	Application	Past Credits Earned	Credit Recovery Pla	in Assessm	Docs	Assurances	Status / Flags	Comments / Histo	ry					
Year One														
CONTENT S	UBJECTS		PLANNED	PASSED	ELECTIVE SUBJE	ста		PLANNED	PASSED	ASSESMENT SU	SUECTS	Current Status		
Social St	udies				Foreign Lang	uage		0.0 🛩	0	Science		Status: STARIED		
Americ	an Government		0.5 🗸	0	Fine Arts			0.0 🗸	0	Social Stu	dies			
					Business			1.0 🛩	0			Graduating Info		
					Career Techr	ical		0.0 🗸	0			🗆 I plan on graduati	ng this year.	
					Family and C	onsumer Science	05	0.0 👻	0			Summary		
					Technology			0.0 🛩	0			0	PTION 1 TRACK SELECT	ED
					Agricultural E	ducation		0.0 🗸	0				Planned	Passed
					Junior Reser	ve Officer Trainin	g Corps (JROTC)	0.0 🗸	0			Content:	0.5	0
					program							Electives:	1.0	0
												Assessments:	2	0
												Totals:	3.5	0
												Award Amount:		\$ 1850.00
												Total Paid So Far:		\$0.00
			** The success plan d	letails which credit	(s) the student play	is to complete <u>this</u> y	ear						Finalize Plan	Save Cancel

Clicking *Save* allows the HSD Nominator to double check and edit the information. You will see a pop-up window stating, "*Please wait*" but there is no pop-up window to state that the information was saved. The amount of funding for the adult participant is located at the bottom right of the window.

After verifying the information on the Credit Recovery Plan is accurate, click *Finalize Plan*. If the information is accurate, click *Yes*. If corrections need made, click *No*.

Ohio Department	Welcome : Cha	rmayne Benkovsk	r	_	SAFE HOMI	ABOUT ODE STATE AGENCIES	ONLINE SERVICES Ohio.gov
Module Student Program Selected 25-Aud High Scrool Debus Program IV	DAGEBOARD Contrain Conception	t recovery plan, you will a data before clicking "Het"	ot be able to change o	upore 1 Para			
	ID: 950332 Name: justin lauber	Period: Adult L	amer FY 2022	Type: New Status: Started			Back to student search results
Student Application Past Credits Earned Credit Recovery Plan Assessment D	ocs Assurances Status / Flags Comments / History	]					
Tew Co-					Connect Status		
Social Studies	Foreign Language	0.0 🗸	0	El Science El Social Studies	Status: STARTED		
	Fine Arts Business	0.0 ~	0		Graduating Info		
	Career Technical	0.0 ¥	0		I plan on graduating	this year.	
	Technology	0.0 ~	0		Summary	OPTION 1 TRACK SELECTED	
	Agricultural Education	0.0 🗸	0		Content	Planned	Passed
	Junior Reserve Unicer Training Corps (JROTC) program	0.0 •	U		Electives:	1.0	0
					Assessments: Totals:	3.5	0
					Award Amount: Total Paid So Far:		S 1850.00 S0.00
** The success plan details which cost	It(s) the student plans to complete <u>this</u> year					Finalize Plan	Sava Canad

6.3 Providers can make corrections to the participants application until The Department has placed



the application into the "Under Review" status.

#### 7.0 Assessment Tab

The Assessment Tab reflects the assessments required. In this example, the participant passed the reading and writing portions of the Ohio Graduation Tests prior to enrolling in the 22+ HSD Program. This is denoted under the *Status* as *Approved*. The status for Mathematics, Social Studies, and Science says *Correction Needed* since these assessments have not yet been passed.

Assessment information can be entered by clicking on the edit icon located to the far right of the row.

Student's Assessments:											
SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS				
Reading			Edit to select		MANUALLY ENTERED	Approved	No Action Available				
Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available				
Mathematics			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Walver				
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver				
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Walver				

#### 7.1 Entering Assessment Data

This step would be completed after the participant application has been reviewed (Awarded) by the Ohio Department of Education and is Accepted by the HSD Nominator. Assessment information can be entered for the following data requirements: Subject, Grade level, Test date, Assessment type, and Test score.

The drop-down menu shown below identifies the current options available to replace the Ohio Graduation Test. In this example, the participant earned a remediation free score on the ACT.

Mathematics V 10th Grade V 08/03/2022	ACT	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	•	C
Social Studies	ACT SAT Algebra 1	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6	
Solence	Geometry Service Services	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ß	

Enter the test date and the passing score. Click the Save icon.

******y		Loss of Junior	$\frown$	THE WENT Made 1, And 9 I and Market	. where a		$\sim$
Mathematics V 10th Grade V	08/03/2022	ACT 🗸	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	(0) (0)
Social Studies		Edit to select	$\bigcirc$	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6
Science		Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ø

Click the Submit button.

Mathematics 1	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ß
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	Ø
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ß



An assessment document is required to Submit.

Ohio Department er Education		Welcome : Nan	cy Byrd		SAFE HOME ABOUT ODE STATE AC	ENCIES ONLINE SERVICES Ohio
	DASHBOARD P Asse	essment document is required.		IS CONTACTS-		
Module: Studient Program Selected 22+ Adul High School Dations Program 💌			Close			
C PREVIOUS Verving student: 9 of 41	ID: 1022003 Name: Aa	rika Renee Dorsey Pe	eriod: Adult Learner FY 2023 Type: Renew	ral Status: Started	1	Back to student search res
Student Application Past Credits Earned Credit Recovery Plan Assessment	Docs Assurances S	tatus / Flags Comme	ents / History			
Student Information						
Primary Provider 133846, Dohn Community DOB: 044141984 Current Grade Level: Not Specified Gender F			SSID: Effinicity: Black, Non-Hispanic Submitted Document Type: NONE			
Student's Assessments:						
SUBJECT EXAM GRADE CODE TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS	
Reading	Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Writing	Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics 10 08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Walver	0
Social Studies	Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	0
Science	Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	0

Once the document has been uploaded, the HSD Nominator clicks *Submit*. A confirmation message will appear, click Yes to submit.

	epartment			Welcome :	Nancy Byrd		SAFE HOME ABOUT ODI	STATE AGENCIES ONLINE SERVICES
	Education			Please Confirm		×		D LOGOUT Session Tim
			DASHBOARD	P Are you sure you want to perfo	rm the action Submit?	S CONTACTS -		
Module: Student Program Selecte	t Ed: 22+ Adult High School Diploma Program	*				Yes No		
PREVIOUS Viewing student: 9 of 4			ID: 1022003 N	ame: Aarika Renee Dorsey	Period: Adult Learner FY 2023 T	ype: Renewal Status: Started		NEXT> Back to student sea
Student App	lication Past Credits Earned C	redit Recovery Plan Assessm	ent Docs Assurance	s Status / Flags Co	mments / History			
Student Info	rmation							
Primary Provider	133264, Dohn Community				SSID:			
DOB: 04/11/1984	l i i i i i i i i i i i i i i i i i i i				Ethnicity: Black, Non-His	panic		
Current Grade Le	evel: Not Specified				Submitted Document Typ	e: NONE		
Gender: F								
Student's As	sessments:							
SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS	
Reading			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	0

The status for the assessment will change to Approved.

Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available	
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6



### 7.2 Assessment Waiver Request

Participants who have an IEP exemption may not be required to complete assessments. To request a waiver, complete the following steps.

Click Request Waiver button.

Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available	
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ß

A confirmation message will appear. Click Yes.

	weicome : Nancy Byrd		
	Please Confirm ×		
P	Are you sure you want to perform the action Request Waiver?	S	CONTACTS
l	Yes No		
I			

To request a waiver, an IEP document is required. Upload the participant's IEP document under the *Documents* tab.

	Welcome : Nancy Byrd		
	×		
DARD P	IEP document is required.	s	CONTACTS+
	Close		

Once the IEP document is uploaded, the status will change to Waiver Requested.

Social Studies	Edit to select	MANUALLY ENTERED	Waiver Requested	No Action Available	
Science	Edit to select	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	Ø

Once the waiver request has been reviewed and approved, the status will change to Approved.



· · · · · · · · · · · · · · · · · · ·			ware or unitaria		101 0 101 102 1 101 101 101 100	- abbient one			
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available		
Social Studies			Edit to select		MANUALLY ENTERED	Approved	No Action Available		
Social Studies Science			Edit to select		MANUALLY ENTERED	Approved Correction Needed	No Action Available Submit Request Waiver	0	

#### 8.0 Documents Tab

Two documents are REQUIRED to submit the adult participant's 22+ application: Proof of Address and Age Verification. Proof of Address should show the individual's name, address, and date, such as a utility bill. This document needs to be dated no more than three months. Junk mail is not a valid proof of address. Age may be verified by uploading a copy of the participant's driver's license, state ID, etc.

**8.1** To upload the Proof of Address, click *Proof of Address* in the yellow box. A screen will appear like the one below. Use the *Choose File* button to locate the document to upload. Once the document is selected, click the *Upload* button.

Onio   a Éducation	2 Document Upload	×		LOGOUT Session Timeout0029
Modele Student Program Selected _ Ize-Aca haja Salad Dijara Propan . V	Descend Type	-		Back to student sourch results
Student Application Post Credits Earned Credit Recovery Plan Assessment Docs Assurances		() Close		
Uploaded Document Type Documents On File				2
*Following required documents are not uploaded.	nport Document(s) From Other Programs			X Delete Document(s)
Age Verification				PLTER
NAME	TYPE DATE LPLOADED	REVENED	HISTORY	O DELETE
		No Documents on File.		

Once the file is uploaded, a pop-up window will appear.



**8.2** Once the file is uploaded, refresh the page by hitting the *Refresh* buttons next to each document. The uploaded document should appear.



			)			
Student Application Past Credits Earned Credit Recovery Plan	Assessment Docs Assurances	Status / Flags Comments / History				
Uploaded Document Type	Documents On File					^
*Age Verification 1	Upload Document(s)     Import Docum Returned 2 results.	ent(s) From Other Programs				X Delete Document(s)
	NAME TYPE	I	DATE UPLOADED	REVIEWED	HISTORY	
	txt.txt Age V excel.xisx Proof	of Address	03/01/2022 03/01/2022	No	ອ ອ	0
						4

#### 9.0 Assurances Tab

All roles should see the assurance tab. Nominator should have access to agree to the Assurances. As per the requirement, the superintendent, superintendent's designee, or HSD Authorizer can accept the assurance tab.

1	Student Application	Past Credits Earned	Credit Recovery Plan	Assessment Doc	s Assurances	Status / Flags	Comments / History	]				
	÷											
	Assurances											
					0	hio Departme	ent of Education A	ssurances				
	Provider status and fund	ing for the 22+ Adult Hig	h School Program are con	tingent upon complyin	g with the following	ng assurances.						
	Provider will not be	gin coursework or assess	ments until an application rea	ches awarded status.								
	Provider will only s	ubmit evidence of credits a	and assessments earned whil	e a participant was enrol	led and participating	in the 22+ Adult Hi	igh School Program.					
	Provider will submit	t evidence or seek funding	for credits or assessments e	arned by the participant	prior to enrolling in t	he 22+Adult High So	chool Program for which *p	rior credit earned" has bee	en determined.			
	Provider will incur	costs at their own expense	when participants are enrolle	ed and served beyond wh	at the allocation sup	oports in a fiscal yea	ar.					
	Providers will give	career counseling to all par	rticipants.									
	By signing this documen 22+ Adult High School P	t, I am confirming that I	have authority to act on be	shalf of Provider, and	I am aware that a	ny false statement	s made herein may req	ire Provider to return fu	unds that have already bee	n awarded, forfeit future	funds, or lose status as a	in approved provider for the
	Authorized Lines	rogram.										
	I Agree											
1												

Until the nominator agrees to the assurances, all other users (admin.) will see the "Assurance pending" status.

Student	Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History
Assura	nces
	Ohio Department of Education Assurances
Provide	status and funding for the Z2+Adult High School Program are contingent upon complying with the following assurances.
0	Provider will not begin coursework or assessments until an application reaches awarded status.
0	Provider will only submit evidence of credits and assessments earned while a participant was enrolled and participating in the 22+ Adult High School Program.
0	Provider will submit evidence or seek funding for credits or assessments earned by the participant prior to enrolling in the 22+Adult High School Program for which "prior credit earned" has been determined.
0	Provider will incur costs at their own expense when participants are enrolled and served beyond what the allocation supports in a fiscal year.
0	Providers will give career counseling to all participants.
By signi	ng this document, Lan confirming that Lhave authority to act on bahalf of Provider, and I am aware that any false statements made herein may require Provider to return funds that have already been awarded, forfeit future funds, or lose status as an approved provider for the 22+ Adult H
School	Yogram.
<b>⊠</b> Ass	urances Pending
L	

User will see the below validation message if they haven't agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.



IIIO of Education	System Action Message	×	Sess
	Could not change status to "Submitted" at this time for the following reasons:		
	- Assurances must be agreed under 'Assurances' tab.		
Program Selected: 22+ Adult High School Diploma Program		ок	
	ID: 898465 Name: Daniel J Bathke Period: Adult Learner FY 2022 Type: New Stat	us: Started	Back to stur
Student Application Past Credits Earned Credit Recovery Plan	Assessment Docs Assurances Status / Flags Comments / History		
Student Application Past Credits Earned Credit Recovery Plan	Assessment Docs Assurances Status / Flags Comments / History	~	Status
Student Application Past Credits Earned Credit Recovery Plan	Assessment Docs Assurances Status / Flags Comments / History		Status CURRENT APPLICATION STATUS
Student Application Past Credits Earned Credit Recovery Plan	Assessment Docs Assurances Status / Flags Comments / History	2	Status Current APPLICATION STATUS Started UPDATE APPLICATION STATUS TO: Submitted

#### **10.0 Status/Flags Tab**

**10.1** To submit a participant application, click on *Submitted*. To withdraw a participant, click on *Withdrawn*.

Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flaps Comments / History		
Applied Flags	^	Status
		CURRENT APPLICATION STATUS Started
	(	UPDATE APPLICATION STATUS TO: Submitted or Withdrawn

**10.2**Once the participant application is submitted, the status will change to Submitted.

Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History	
Applied Flags	Status
	CURRENT APPLICATION STATUS Submitted
	UPDATE APPLICATION STATUS TO: Withdrawn or Correction Needed

### **11.0 Comments/History Tab**

Use the Comments section to makes historical notes regarding the adult participant application that may be needed later for clarification. The History section is an automatic record of actions taken and includes the date, time, person's name, and application's status change.



Student Application	n Past Credits Earned	Credit Recovery Plan	Assessment	Docs A	ssurances	Status / Flags	Comments / His	story				
Comments Summ	nary						0		Comment			•
Add New Subject									Note: Comments are for information only. Recipier	nts are not notified when a comm	nent is entered.	
Last Updated		Subject	Last Update	d By								
								S	Subject: Message			
								s	Showing Page 0 of 0			0
												Rep
									Application History			
									Date	Created By	Status	
									3/1/2022 1:05:54 PM	Carla Campesino	Submitted	
									3/1/2022 12:34:40 PM	Carla Campesino	Started	

#### **12.0 Student Application Review Process**

After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:

- Review Completed if there are no errors;
- Correction Needed if the application needs corrections; or
- Not Eligible if the participant is not eligible to enroll in the program; or
- *Waitlisted* if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.

If the Program Administrator clicks *Review Completed* the Application changes to *Eligible*, then *Awarded*. The HSD Nominator has two options:

- 1. Accepts the application on the Status/Flags Tab or
- 2. Declines the application, which results in no funding.

Student         Application         Past Credits Earned         Credit Recovery Plan         Assessment         Docs         Assurances         Status / Flags         Comments / History	
Applied Flags	Status
	CURRENT APPLICATION STATUS Awarded
	UPDATE APPLICATION STATUS TO: Accepted
	or Declined

### **13.0 Searching Existing Student Applications**

To search for an existing participant application, select Search Student Application from the Student Menu.



Ohio	.gov	Departr of Educa	ment ation				
Dashboard	Provider 🗢	Student 🗢	Finance 🗢	Compliance 🗢	User Manuals and Forms	Contacts 🗢	
Program I	Information	Search Stu Application	ident 🚽				
Module	: Student	New Stude	nt Applicati	on			
Program	Selected: 22	Renew Stu Application	dent	ogram ᅌ			
046326 - 0	Clermont Nort	Task Mana	gement				

### 14.0 Advanced Student Search Page

Click *search* in the bottom left to obtain a list of all participants for the Application Period selected. To view a participant's application, click on the *Details* button located to the far right of the existing participant application. \*Note – select the correct *Application Period* in the dropdown box.

					ADV	ANCED STU	DENT SEA	RCH PA	GE					
BASIC SEARCH	ss		CH ASSESSMENT	SEARCH										
										APPLICATI	ON STATUS:			
APPLICATIO	ON ID:			APPLICATI	ON PERIOD:	Adult Learner FY			[	Accepted				
STUDE	NT ID:			APPLICA	TION TYPE: (	All 🗘				Awarded Correction	Needed			
	SSID:		CU	RRENT GR	ADE LEVEL: (	All	\$			Declined				
FIRST N	AME:			PROV	IDER NAME:	Clermont Northeas	tern Local			Not Eligible	6			
LAST N	AME:			PRO	OVIDER IRN:	046326	SHOW O	ONLY MY ST	UDENTS	Requireme	nts Passed			
	DOB:			DIST	RICT NAME:					Review Co	mpleted			
				DI						Started Submitted				
DATE OUDINI	TILD.			Di	STRICT IRI.					Terminated				
HAS FATAL FLA	AG(S):	All	\$	SC	ORT ORDER: (	Date Started, Stat	us, Name 💲							
Search Rese	et													_
						Basic Search - 36	recult(e) retu	urned						-
				l'annun mum	-		result(s) retu	inica.					1	Incom
E G	GRADE	APP ID	PROGRAM PERIOD	ID	PRIMARY PRO	VIDER PRIMARY	PROVIDER [	DISTRICT RN	DISTRICT OF RESIDENCE		APP STATUS	DATE SUBMITTED	APP TYPE	DE
	**	410397	Adult Learner FY 2018	3 221273	046326	Clermont Local	Northeastern	046326	Clermont No Local	rtheastern	Requirements Passed	1/26/2018	New	
y, Jerry Dean	**	410457	Adult Learner FY 2018	3 221319	046326	Clermont Local	Northeastern	046359	West Clermo	ont Local	Started		New	
imes	**	410597	Adult Learner FY 2018	3 221459	046326	Clermont Local	Northeastern	046326	Clermont No Local	rtheastern	Requirements Passed	1/26/2018	New	
	**	410599	Adult Learner FY 2018	3 221461	046326	Clermont Local	Northeastern	045500	Milford Exen Village	npted	Requirements Passed	3/20/2018	New	
cole	**	410595	Adult Learner FY 2018	3 221457	046326	Clermont Local	Northeastern	046342	Goshen Loc	al	Started		New	
	2.27				and the second second	Clermont	Northeastern	and the second s	100				1.00	1



The existing Student Information page provides the general information initially entered for the participant. To edit the participant's information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired tab located along the top of the page. If you have questions or need to edit the information on these pages, please follow the steps and guidance provided for the page provided above.

### **Renewal Student Application**

### **1.0 Completing the Student Application**

Completing the Student Application is the Provider's responsibility. Providers may enroll participants into the system once the Ohio Department of Education approves the provider to offer the 22+ High School Diploma Program and the participant application window is open. The adult participant **MUST** create and confirm their SAFE account **BEFORE** beginning this process.

1.1 Sign in to OH|ID Portal. (https://safe.ode.state.oh.us/portal/)



	An Official Site of Ohio.gov 🛇
⊖OH ID	
Log in to your OH ID account to access multiple state applications.	
User ID	
FORGOT YOUR USER ID?	
Password	
Ø	
FORGOT PASSWORD?	
🔒 Log In	
LOGIN HELP   FIRST TIME USER?	
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be se computer systems may be accessed and used only for official state business by authorized personnel.	forth on the individual pages of this website. State of Ohio

1.2 Click the Adult Learner Application tile

			An Official Site of Ohio.gov 🛇
⊖OH ID	SECURITY DEVELOPERS	HELP MANAGE OH ID ACCOUNT	<b>2</b> Q
DASHBOARD SITES & APPLICATIO	INS SECURITY LEVEL RECENT ACTIVITY	DEVICES	
My Sites & Applic	ations		
A collection of all the sites and applications you have	ve accessed, using your OH ID account.		
<b>A</b>	<b>I</b> AI <sup>☆</sup>	<b>A</b>	
Adult Learner Providers and Students	Department of Education Application Request	Department of Education Profile Setup	Educator Licensure and Records (CORE)
22+ High School Diploma and Adult Diploma Programs Go To Site 🗗	Request access to Education applications Go To Site 🖉	Create a profile with->tthe Department Go To Site 🖉	Apply, renew, and maintain licenses Go To Site 🔄
Other Sites & Applications u	inder OH   ID		

1.3 The Dashboard will appear. Click Select Program in the top left.





**1.4** In the window that appears on the left, click on 22+ High School Diploma Program.



**1.5** Hover over the Student Tab located in the top left of the page. Select *Renew Student Application*.

	STUDENT - FINANCE - COMPLIANCE - USER MANUALS AND FORMS CONTACTS -	
Module: Provider Program Selected: 22+ Adult High School Diploma Program	<ul> <li>» Search Student Application</li> <li>» New Student Application</li> <li>» Renew Student Application</li> <li>» Task Management</li> </ul>	^
Provider Search Page		~

### 2.0 Student Search for Creating a Renewal Application



2.1 A list of selected participants will appear. Click on "Click here to complete renewal applications."

	Students Renewal Status	×		
best Department	Welcome : Christina Collins SAFI	TE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.		
nio of Education	System Action Message	×	COGOUT Session Timeout:00.2	
	Could not change status to "Submitted" at this time for the following reasons:			
Module: Student	There are other applications for this student in the previous period that have not reached Withdrawn, Declined or Terminated.			
Program Selected: 22+ Aduit High School Diploma Program		оок		
	ID 762284 Name Montell D Smith Period: Adult Learner FY 2021 Type. Renewal Status:	Started	Back to student renewal sea resu	
Student Application Past Credits Earned Cre	ID 762284 Name Montell D Smith Period: Adult Learner FY 2021 Type Renewal Status: dit Recovery Plan Assessment Docs Status / Flags Comments / History	Started	Back to student renewal sear resu	
itudent Application Past Credits Earned Cre	ID 762284 Name: Montell D Smith Period: Adult Learner FY 2021 Type: Renewal Status: dit Recovery Plan Assessment Docs Status / Flags Comments / History	Started	Back to student nerveal sea net	
tudent Application Past Credits Earned Cre	ID 762284 Name Montell D Smith Period: Adult Learner FY 2021 Type. Renewal Status: dit Recovery Plan Assessment Docs Status / Flags Comments / History	Started Stat CUR Stat	Back to student renewal sea resu tus tech APPLICATION STATUS Ted	
itudent Application Past Credits Earned Cre	ID 762264 Name Montell D Smith Period: Adult Learner FY 2021 Type Renewal Status:	Started Star CUR Star UPD Sub	Back to student reveal are rest tus RENT APPLICATION STATUS Ted ATE APPLICATION STATUS TO milited	

- 2.2 Auto Approval: A dialogue box will appear, click OK.
- **2.3** Under the Status/Flags Tab, providers can view the status of the application. The application will be moved to *Awarded* status if the provider has sufficient bucket funds.

ID 950335 Name: Marian Varae Jaynes Period: Adult Learner FY 2023 Type: Renewal Status: Started	Back to student renewal search results
Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History	
Applied Flags Foldmanne Andrandrag (Resolution: Resolve automating innovae before proceeding )	Status CURRENT APPLICATION STATUS Awrited UniPART APPLICATION STATUS TO: Accessed or Declined

**2.4** The application will be moved to *Waitlisted* status if the provider has insufficient bucket funds.

Applied Flags	Status CURRENT APPLICATION STATUS	
	Waitlisted UPDATE APPLICATION STATUS TO:	

#### 3.0 Credit Recovery Plan

**3.1** The system automatically creates an individualized Credit Recovery Plan for renewal participants based on the content and elective courses and assessments the participant is required to pass in order to meet the minimum graduation requirements.



(olios of non

Student Application Past Credits Earned	Credit Recovery P	lan Assessn	nent Docs A	Assurances	Status / Flags	Comments / His	tory					
Year One Year Two								_				
CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS			PLANNED	PASSED	ASSESMENT SUBJECTS	Current Status			
			Business/Technol	ology		0.0 🗸	0	Mathematics	Statut: STARTED			
			Fine Arts			0.0 🗸	0	Science				
			Foreign Languag	10		0.0	0	Social Studies	Summary			
			Foreigh canguag	P*		0.0 +	•		0	OPTION 2 TRACK SELECTED		
			English Language	je Arts		0.0 🗸	0			Planned	Passed	
			Mathematics			0.0 🗸	0		Content:	0	0	
			Social Studies			0.0 🛩	0		Electives:	0.0	0	
			Science			0.0 🗸	0		Assessments:	3	0	
			Career Technical			0.0 ¥	0		Totals:	3.0	0	
								•	Award Amount:		\$ 1200.00	
									Total Paid So Far:		\$0.0	
	** The success plan	details which credi	(s) the student plans to	complete <u>this</u> year						Finalize Plan	Save Cancel	

**3.2** The HSD Nominator meets with the participant to review the participant's goals and identify the courses, electives, and assessments the participant must complete to graduate. In the example below, the participant plans to complete 0.5 content credits, 1.0 elective credits, and two assessments. The plan is in *Started* Status.

						ID	950332	Name: justin laut	er Period: Adult	Learner FY 20	22 Type: New	Status: Started			Back to student search result
Student Ap	pplication	Past Credits Earned	Credit Recovery Pla	in Assessi	ment De	cs /	Assurances	Status / Flags	Comments / Histo	ry					
Year One															
CONTENT SUBJEC	CTS		PLANNED	PASSED	ELECTIVE	UBJECTS			PLANNED	PASSED	ASSESMENT SUB	BJECTS	Current Status		
Social Studies	5				Foreign	.anguag	0		0.0 🗸	0	Science		Status: STARTED		
American G	Government		0.5 🗸	0	Fine Arts				0.0 🗸	0	Social Stud	dies			
					Busines				1.0 👻	0			Graduating Info		
					Career 1	echnical			0.0 🗸	0			I plan on graduat	ing this year.	
					Family a	nd Consi	umer Science	15	0.0 🗸	0			Summary		
					Technolo	gy			0.0 🗸	0			0	PTION 1 TRACK SELECT	ſED
					Agricultu	ral Educ	ation		0.0 🛩	0				Planned	Passed
					Junior R	eserve O	fficer Training	g Corps (JROTC)	0.0 🗸	0			Content:	0.5	0
					program						*		Electives:	1.0	0
													Assessments:	2	0
													Totals:	3.5	0
													Award Amount:		\$ 1850.00
													Total Paid So Far:		\$0.00
			** The success plan d	letails which ored	it(s) the studer	t plans to	complete <u>this</u> ye	sar						Finalize Plan	Save Cancel

Clicking *Save* allows the HSD Nominator to double check and edit the information. You will see a pop-up window stating, "*Please wait*" but there is no pop-up window to state that the information was saved. The amount of funding for the adult participant is located at the bottom right of the window.

After verifying the information on the Credit Recovery Plan is accurate, click *Finalize Plan*. If the informationis accurate, click *OK*. If corrections are needed, click *Cancel*.

**3.3** Once the Credit Recovery Plan has been finalized, the date cannot be changed or updated. Therefore, it is imperative to double check the accuracy of the data **before** clicking Yes.



Ohio Department					Welcome : Char	mayne Benkovski	У			SAFE HOME ABOUT ODE	STATE AGENCIES	ONLINE SERVIC	ES Ohio.go
Module: Student Program Salected: 22-AsiA High Solesi Dolone Program 💌				DASHEDARD P	Please Confirm Once you finalize the credit	t recovery plan, you will r data before clicking 'Yes'.	not be able to change o	vodee it Passe					
				ID: 950332	Name: justin lauber	Period: Adult L	eamer FY 2022	Type: New Status: Started				Back to stude	ent search results
Student Application Past Credits Earned Credit Rec	covery Plan	Assessment	locs Assurances	Status / Flags	Comments / History								
Year One													
CONTENT SUBJECTS P	PLANKED		ELECTIVE SUBJECTS			PLANNED		ASSESSMENT SUBJECTS	Current St	tatus			
Social Studies			Foreign Language			0.0 ¥	0	12 Science					
American Government	0.5 🗸	0	Fine Arts			00 -	0	Social Studies	Statue: S17				
									Graduatin	g Info			
			Business			1.0 V	0			on graduating this uppr			
			Career Technical			0.0 🗸	0			on graduading this year.			
			Family and Consur	mer Sciences		0.0 🗸	0		Summary				
			Technology			0.0 🗸	0			OPTION 1 TRA	ACK SELECTED		
			Agricultural Educat	fion		0.0 🗸	0			Pla	nned	Разы	ed
			Junior Reserve Off	Teer Training Corps (J	ROTC) program	0.0 ~	0		Content:		0.5	0	
									Electives:	1	1.0	0	
									Assessmen	its:	2	0	
									Totals:		3.5	0	
									Award Amo	unt:		S 1850	0.00
									Total Paid S	So Far:			\$0.00
	** The success	plan details which cre	dit(s) the student plans to co	complete <u>this</u> year							Finalize Plan	Dava	Canoal

3.4 Click Yes to finalize the Credit Recovery Plan.

#### 4.0 Assessment Tab

The system automatically populates assessment information for the participant based on the information



entered on the Past Credits Earned tab. In this example, the participant passed the reading and writing portions of the Ohio Graduation Tests. This is denoted under the *Status* as *Approved*. The status for Mathematics, Social Studies, and Science says *Correction Needed* since these assessments have not yet been passed.

Assessment information can be entered by clicking on the edit icon located to the far right of the row.

Student's Assessments:										
SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS			
Reading			Edit to select		MANUALLY ENTERED	Approved	No Action Available			
Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available			
Mathematics			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver			
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6		
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	0		

#### **4.1 Entering Assessment Data**

This step would be completed after the participant application has been reviewed (Awarded) by the Ohio Department of Education and is Accepted by the HSD Nominator. Assessment information can be entered for the following data requirements: Subject, Grade level, Test date, Assessment type, and Test score.

The drop-down menu shown below identifies the current options available to replace the Ohio Graduation Test. In this example, the participant earned a remediation free score on the ACT.

Mathematics V 10th Grade V 08/03/2022	ACT 🗸	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	• •
Social Studies	ACT SAT Algebra 1	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ø
Science	Geometry	MANUALLY ENTERED	Correction Needed	Submit Request Walver	6

Enter the test date and the passing score. Click the Save icon.

They			THE WANT NEED AND TAKEN	septence	THE FOUNDERFORMED	
Mathematics V 10th Grade 08/03/	2022 ACT	~ (700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	(1) (1)
Social Studies	Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6
Science	Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6

Click the Submit button.

Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Riquest Waiver	ß
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Walver	6
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ß

An assessment document is required to Submit.



Ohio Departme	nt			Welcome : Na	ncy Byrd		SAFE HOME ABOUT ODE	STATE AGENCIES ONLINE SERVICES Ohio
- III - I - Cuddath	<b>5</b> 1					×		-0 100001
			DASHBOARD P	issessment document is required.		S CONTACTS+		
March 19. Oburdant					Clo	se .		
Program Selected: 22+	utult High School Dieloma Program							
Z PROMONE			ID: 4033003	Looks Dance Dances	Second Adult Learner FV 2022	und fature factor		Read to student sourch rea
Viewing student: 9 of 41			10. 1022005 Name.	Adrika Kenee Dorsey P	renou: Aduit Learner FT 2025 Type. Ren	ewai status: statteu		Dack to student searchite
Student Application	Past Credits Earned Credi	t Recovery Plan Assessm	ent Docs Assurances	Status / Flags Comm	ents / History			
Student Information								
Primary Provider: 133264,	Dohn Community							
DOB: 04/11/1984					Ethnicity: Black, Non-Hispanic			
Current Grade Level: Not S	pecified				Submitted Document Type: NONE			
Gender: F								
Student's Assessme	nts:							
SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS	
Reading			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	0
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	0
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6

Once the document has been uploaded, the HSD Nominator clicks *Submit*. A confirmation message will appear, click Yes to submit.

	Departme	nt				We	elcome : Nancy Byrd			SAFE HOME ABOUT ODE	STATE AGENCIES ONLINE SERVICES (
	of Education	on				Please Confirm	n		×		LOGOUT Session Time
					DASHBOAR	D F Are you sure you w	ant to perform the action Submit?		S CONTACTS -		
Module: S Program :	Student Selected: 22+/	idult High School Diploma Pro	gram 🗸						es No		
< PREVIOU Mewing studen	13 nt: 9 of 41				ID: 1022003	Name: Aarika Renee	Dorsey Period: Adult L	earner FY 2023 Typ	pe: Renewal Status: Started		NEXT> Back to student sear
Student	Application	Past Credits Earned	Credit Recovery Plan	Assessment	Docs Assura	inces Status / Flag	s Comments / History				
Studen	t Information										
Primary F	Provider: 133264,	Dohn Community					85	BID:			
DOB: 04/	11/1984						Et	hnicity: Black, Non-Hispa	anic		
Current G	Brade Level: Not S	specified					Si	ubmitted Document Type:	NONE		
Gender: I											
Studen	it's Assessme	ints:									
SUBJECT		EXAM GRADE CODE	TEST DATE	ASS	ESSMENT TYPE	TEST SCOP	RE DATA SOURCE	E	STATUS	ACTIONS	
Reading				E	dit to select		MANUALLY	(ENTERED	Approved	No Action Available	
Writing				E	dit to select		MANUALLY	ENTERED	Approved	No Action Available	
Mathema	atics	10	08/11/202	22 AC	т	700	MANUALLY	ENTERED	Correction Needed	Submit Request Waiver	G

The status for the assessment will change to Approved.

Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available	
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ø
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ø

### **4.2 Assessment Waiver Request**



Participants who have an IEP exemption may not be required to complete assessments. To request a waiver, complete the following steps.

Click Request Waiver button.

Writing			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available	
Social Studies			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6
Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	6

A confirmation message will appear. Click Yes.

	weicome : Nancy Byra		
	Please Confirm	×	
P	Are you sure you want to perform the action Request Waiver?		IS CONTACTS
		Yes No	

To request a waiver, an IEP document is required. Upload the participant's IEP document under the *Documents* tab.

	Welcome : Nancy Byrd		
		×	
DARD F	IEP document is required.		S CONTACTS -
		Close	

Once the IEP document is uploaded, the status will change to Waiver Requested.

			100 C		
Social Studies	Edit to select	MANUALLY ENTERED	Waiver Requested	No Action Available	
Science	Edit to select	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ß

Once the waiver request has been reviewed and approved, the status will change to Approved.

Mathematics     10     061112022     ACT     700     MANNALLY ENTERED     Approved     No Action Available       Social Studies     -Edit to select-     MANNALLY ENTERED     Approved     No Action Available       Solence     -Edit to select-     MANNALLY ENTERED     Approved     No Action Available	•••••••			Lan to person		THE STREET BUT IN THE VALUE	- and a second	THE PROPERTY OF GROUPS	
Social Studies         -Edit to select-         MANUALLY ENTERED         Approved         No Action Available           Solence        Edit to select-         MANUALLY ENTERED         Correction Needed         Solence         Solence         Solence         Solence         Correction Needed         Solence         So	Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available	
ScienceEdit to select MANUALLY ENTERED Correction Needed to Request Wower (3)	Social Studies			Edit to select		MANUALLY ENTERED	Approved	No Action Available	
	Science			Edit to select		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	ø



### 5.0 Documents Tab

Two documents are REQUIRED to submit the adult participant's 22+ application: Proof of Address and Age Verification. Proof of Address should show the individual's name, address, and date, such as a utility bill. This document needs to be dated no more than three months. Junk mail is not a valid proof of address. Age may be verified by uploading a copy of the participant's driver's license, state ID, etc.

**5.1** To upload the Proof of Address, click *Proof of Address* in the yellow box. A screen will appear like the one below. Use the *Choose File* button to locate the document to upload. Once the document is selected, click the *Upload* button.

Onio of Education		1 Document Upload		×	<b>4</b> LOG	OUT Session Timeout 00:293
Notare Statent Program Editoriad (2014an trap School Davina Program )  Statent Association Proc Contin Factor Association Asso	NINCE DOS ANUPORES	Desament Type Select Document Type v Minis Occument Type v Minis Of Address Nor of Address Nor of Address Address Selections of Completion Prior Transport Weak, Lip Credit Address doc. doc. got. got. got. m.	set, select the characteristic provided like to have the docume that the set of the select set of the set of t	en(i) intel under.		Back to student search results
Uploaded Document Type	Documents On File	ort Document(s) From Other Progra		() Close		Delete Document(s)
Preof of Address	NAME	TYPE	DATE I PI OADED			
			0.02.0.0000	No Documents on File.	 C) PROCEE	

Alternatively, documents may be imported from previous applications by selecting *Import Documents* from Other Programs.

OL : _   Department	Wei	come : Charmayne Benkovs	iky		SAFE HOME	ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.gov
Onio of Education	Import Documents			×		LOGOUT Session Timeout:00:29:56
	Returned 4 results.					
Module: Student	NAME	TYPE	DATE			
Program Selected: 22+ Adult High School Diploma Program 👻	POR.PNG	Proof of Address	10/06/2021	0		
	ID.PNG	Age Verification	10/06/2021	5		
	GA Transcript.pdf	Prior Transcript	10/06/2021		rted	Back to student renewal search results
	Transcript.pdf	Prior Transcript	10/06/2021	0		
Student         Application         Past Credits Earned         Credit Recovery Plan         Assessment         Do           Uploaded Document Type         Image: Credit Recovery Plan         Documents O         Image: Credit Recovery Plan         Decuments O           *Noor of Address         Image: Credit Recovery Plan         Returned 2 result         Credit Recovery Plan         Decuments O	en file In File In the Ingent Document(a) From C	Rer Poysis			1	
						PLTER
NAME	TYPE		DATE UPLOADED	REV	/IEWED HISTOP	Y DELETE
txt.brt	Age Verification	(	03/08/2022	No	• • • • • • • • • • • • • • • • • • •	
txt.brt	Proof of Address	(	03/08/2022	No	9	

**5.2** Once the file is uploaded, refresh the page by hitting the *Refresh* button on the bottom right side of the page. The uploaded document(s) should appear.



#### 6.0 Assurances Tab

All roles should see the assurance tab. Nominator should have access to agree to the Assurances. As per the requirement, the superintendent, superintendent's designee, or HSD Authorizer can accept the assurance tab.

Student	Application	Past Credits Earned	Credit Recovery Plan	Assessment	ocs Assurances	Status / Flags	Comments / History			
Assura	inces									
						his Demostry -	nt of Education A			
						nio Departme	nt of Education A	urances		
Provide	r status and fund	ling for the 22+ Adult Hig	gh School Program are con	tingent upon comply	ring with the followi	ng assurances.				
0	Provider will not be	egin coursework or assess	ments until an application rea	ches awarded status.						
0	Provider will only s	submit evidence of credits a	and assessments earned whil	le a participant was en	rolled and participating	in the 22+ Adult Hig	gh School Program.			
3	Provider will subm	it evidence or seek funding	for credits or assessments e	arned by the participa	nt prior to enrolling in t	he 22+Adult High Sc	hool Program for which "pr	r credit earned" has been determined.		
0	Provider will incur	costs at their own expense	when participants are enrolle	ed and served beyond	what the allocation su	pports in a fiscal yea	r.			
6	Providers will give	career counseling to all par	rticipants.							
By signi 22+ Adu	ing this documer It High School P	nt, <u>I am confirming that I</u> rogram.	have authority to act on be	ehalf of Provider , ar	d I am aware that a	ny false statements	s made herein may requ	Provider to return funds that have already	been awarded, forfeit future funds,	or lose status as an approved provider for the
Authoriz I Agree	ed User									

Until the nominator agrees to the assurances, all other users (admin.) will see the "Assurance pending" status.

							C	,	
Student	Application	Past Credits Earned	Credit Recovery Plan	Assessment	Docs	Assurances	Status / Flags	Comments / History	
Assu	ances								
						0	hio Departme	ent of Education A	surances
Provi	er status and fund	ling for the 22+ Adult Hig	h School Program are con	lingent upon comp	lying with t	the following a	ssurances.		
	Provider will not b	egin coursework or assess	ments until an application re	aches awarded stat	US.				*
•	Provider will only :	submit evidence of credits	and assessments earned wh	ile a participant was	enrolled an	nd participating i	n the 22+ Adult High	h School Program.	
•	Provider will subm	it evidence or seek funding	g for credits or assessments	earned by the partic	ipant prior t	o enrolling in the	e 22+Adult High Sch	hool Program for which "prio	credit earned" has been determined.
9	Provider will incur	costs at their own expense	e when participants are enrol	led and served beyo	ond what the	e allocation supp	ports in a fiscal year.		
	Providers will give	career counseling to all pa	articipants.						
By sig	ning this documer I Program.	nt, Lam confirming that LI	have authority to act on be	half of Provider , a	nd I am awa	are that any fal	se statements mad	de herein may require Pro	der to return funds that have already been awarded, forfeit future funds, or lose status as an approved provider for the 22+ Adult High
ΞA	surances Pe	nding							

User will see the below validation message if they haven't agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.

JIIIO   of Education	System Action Message 🗙	-D LOGOUT Session Tir
Module Student Program Selected 22- Addition School Openia Program	Could not change status to "Submitted" at this time for the following reasons: - Assumes mult be agreed under Assumers teb.	
	© 898455 Name Daniel J Bathke Period: Adak Learner FY 2022 Type New Status: Started	Back to shudent in
Student Application Past Credits Earned Credit Recovery Plan Assessme	nt Docs Assurances Status / Flags Comments / History	
Applied Flags		Status     CURRENT APPLICATION STATUS
		Started UPDATE APPLICATION STATUS TO: Submitted or Withdrawn



### 7.0 Status/Flags Tab

7.1 To submit a participant application, click on *Submitted*. To withdraw a participant, click on *Withdrawn*.

Applied Flags           Applied Flags         Status           CURRENT APPLICATION STATUS         Started.           UPDATE APPLICATION STATUS TO         Submitted           Or point         or	Student         Application         Past Credits Earned         Credit Recovery Plan         Assessment         Docs         Assurances         Status / Flags         Com	History
CURRENT APPLICATION STATUS Started UPDATE APPLICATION STATUS TO Submitted or	Applied Flags	Status
UPDATE APPLICATION STATUS TO Submitted or		CURRENT APPLICATION STATUS Started
Submitted		UPDATE APPLICATION STATUS TO
		or Układzuw

7.2 Once the participant application is submitted, the status will change to Submitted.

pplied Flags	
	^ Status
	CURRENT APPLICATION STA Submitted
	UPDATE APPLICATION STAT
	or

### 8.0 Comments/History Tab

Use the Comments section to makes historical notes regarding the adult participant application that may be needed later for clarification. The History section is an automatic record of actions taken and includes the date, time, person's name, and application's status change.





### 9.0 Student Application Review Process

After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:

- Review Completed if there are no errors;
- Correction Needed if the application needs corrections; or
- Not Eligible if the participant is not eligible to enroll in the program; or
- *Waitlisted* if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.

If the Program Administrator clicks *Review Completed* the Application changes to *Eligible*, then *Awarded*. The HSD Nominator has two options:

- 1. Accepts the application on the Status/Flags Tab
  - or
- 2. Declines the application, which results in no funding.

Student         Application         Past Credits Earned         Credit Recovery Plan         Assessment         Docs         Assurances         Status / Flags         Comments / History	
Applied Flags	Status
	CURRENT APPLICATION STATUS Awarded
	UPDATE APPLICATION STATUS TO: Accepted
	or Declined

### **10.0 Searching Existing Student Applications**

To search for an existing participant application, select Search Student Application from the Student Menu.





### **11.0 Advanced Student Search Page**

Click *search* in the bottom left to obtain a list of all participants for the Application Period selected. To view a participant's application, click on the *Details* button located to the far right of the existing participant application. \*Note – select the correct *Application Period* in the dropdown box.

			An Official Site of Ohio.gov 📀
⊖OH ID	SECURITY DEVELOPERS	HELP MANAGE OH ID ACCOUNT	<b>.</b> Q
DASHBOARD SITES & APPLICATIO	INS SECURITY LEVEL RECENT ACTIVITY	DEVICES	
My Sites & Applications you have a collection of all the sites and applications you ha	ations		
ÎAI ☆	Ĥ	<b>A</b> <sup>↑</sup>	
Adult Learner Providers and Students	Department of Education Application Request	Department of Education Profile Setup	Educator Licensure and Records (CORE)
22+ High School Diploma and Adult Diploma Programs Go To Site 🗗	Request access to Education applications Go To Site 🗗	Create a profile with-1the Department Go To Site 🖸	Apply, renew, and maintain licenses Go To Site 🗗
Other Sites & Applications u	under OH   ID		
A list of all the other sites and applications available	ole that require an OH ID account to sign in	Search by Site	e or Application Name Q

The existing Student Information page provides the general information initially entered for the participant. To edit the participant's information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired tab located along the top of the page. If you have questions or need to edit the information on these pages, please follow the steps and guidance provided for the page provided above.



### Invoicing

This guide provides instructions on the payment process for the 22+ High School Diploma Program.

### Payment for 22+ High School Diploma Program

#### \$5,000 maximum per participant per year

- \$790 for each credit passed
- \$400 per content assessment
  - \$400 upon attainment of a minimum accumulating score of 18 points on end-of-course assessments
  - \$400 upon attainment of a minimum of 4 points on English language arts end-of-courseassessments or a minimum score of 400 points on the reading Ohio Graduation Test and 400 points on the writing Ohio Graduation Test
  - \$400 upon attainment of a minimum of 4 points on mathematics end-of-course assessments or a minimum score of 400 points on the mathematics Ohio Graduation Test
  - \$400 upon attainment of a minimum accumulating score of 6 points on science and social studies end-of-course assessments or a minimum score of 400 points on each of the science or social studies Ohio Graduation Test
- Students who entered 9<sup>th</sup> grade in 2014 and beyond must participate in end-of-course assessments as opposed to the Ohio Graduation Test
- The \$800 for successfully passing remaining credits and/or assessments and earning a high school diploma will no longer be included for FY2022 and beyond.

Bucket details are available on Status/Flags tab at any status of provider application. After viewing payment options and bucket funding details, submit invoice.

C Previous Provider 18 of 40		Period: Adult Learner FY 2021 Type: Renewal Applications Status: Approved	Next > Back to Search
General Personnel Application Participating Buildings Docs Status J	/ Flags Comments / History		
			Provider Bucket Details
Available Flags Fatal-Not Renewing Fatal-Payment on Hold Fatal-Renewal on Hold	Add Fisg 🕲 🕲 Ramove Fisg	Applied flage you may remove Applied flags you may not remove	Provider Bucket Amount  \$81,632.00 Total Provider Awarded Amount  \$78,099.74 S3,532.26  Status Current Application Status Approved Update Status To: Withdrawn or Terminated

A participant's application must be Accepted to create an invoice. Once the application is Awarded, the HSD Nominator Accepts the application on the participant's behalf. Please confirm that the participant still wants to engage in the program. To accept, open the participant's application. Click the Status/Flags tab and click Accepted.



#### **Student Email**

For a participant to accept invoices, there must be an email address listed on the Student Tab that the participant can access.

udent pplication Past Credits Earned	Credit Recovery Plan Assessment Docs Assure	Inces Status / Flags Comments / History	
Student Information			SSID STATUS
First Name: Payton	Middle Name: Corene	Last Name: Coleman Suffic:	Current SSID Status
Date of Birth: 06/24/1993	Mother's Maiden Last Name: Frazier	Gender: Female	Pending SSID Venication
Ethnicity: Black, Non-Hispanic	Native Language: English	Last 4 Digits of SSN#: 2959	Update SSID Status To:
3irth Place City: Canton	Birth Place State: Ohio	O DI	No Action Available
Phone Number: 234-804-9793	Phone Number Type: Cell Phone Number	Email: Refresh@Fakemail.com	
Address			
Student Home Physical Address 🛛		Student Home Mailing Address C	
Address Line1: 4827 South Blvd apt 11		Address Line1: 4827 South Blvd apt 11	
Address Line2:		Address Line2:	
Jity: Canton		City: Canton	
		State: Ohio	
State: Ohio		State. Onlo	

#### **Submitting Invoices for Payment**

1. Sign in to OH|ID portal. (https://safe.ode.state.oh.us/portal/)

	An Official Site of Ohio.gov 🛇
⊖OH ID	
Log in to your OH ID account to access multiple state applications.	
User ID	
FORGOT YOUR USERID?	
Password	
Ø	
FORGOT PASSWORD?	
▲ Log In	
LOGIN HELP   FIRST TIME USER?	
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set computer systems may be accessed and used only for official state business by authorized personnel.	orth on the individual pages of this website. State of Ohio

2. Click the Adult Learner Application tile.





Collors of Tiops

3. The Dashboard will appear. Click Select Program in the top left.



4. In the window that appears on the left, click on 22+ High School Diploma Program.



5. Hover over the Student Tab located in the top left of the page. Select Search Student Application.



**Provider Search Page** 



- 6. There are multiple ways to locate a participant's application to create an invoice. Make sure Application Period is accurate.
  - a. On the Student Search Page, type the participant's first and last name. Click Search.
  - b. On the Student Search Page, enter the Application ID or Student ID. Click Search.
  - c. On the Student Search Page, click Search to obtain a complete participant list.

NOTE: The list can be filtered by using the Application Status section located to the right.

			ADVANCED ST	UDENT SE	ARCH PAGE	
BASIC SEARCH	SSID SEARCH	ASSESSMENT SEAR	СН			
				(1)		APPLICATION STATUS:
APPLICATION ID		APP	LICATION PERIOD:	Adult Learner F	Y O	Accepted
STUDENT ID		A	PPLICATION TYPE:	All 📀		Correction Needed
SSID	:	CURRE	NT GRADE LEVEL:	All		Declined Eligible
FIRST NAME			PROVIDER NAME:	Dohn Communit	by	Not Eligible Requirements Passed
LAST NAME			PROVIDER IRN:	133264	SHOW ONLY MY STUDENTS	Resubmitted
DOB	:		DISTRICT NAME:			Started
DATE SUBMITTED	:		DISTRICT IRN:			Submitted
HAS FATAL FLAG(S)	: All		SORT ORDER:	Date Started, S	Status, Name 📀	
Search						

7. Open a participant application by clicking the Details button located to the far right.

#### Basic Search - 1 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Jones, Anthony Howard	**	393176	Adult Learner FY	213146	133264	Dohn Community	043851	Deer Park Community City	Accepted	2/20/2018	New	0

8. Click on View Finance Details.

PREVIOUS Viewing student: 2 of 60		ID: 199894 Name: Laszlo Marie Bauer Period: Adult Learner FY 2022 Type: Renewal Status: A	ccepted NET Ver France Detail
Student Application Past Credits Earned Student Information  First Name Lasto Data of Sime 0023/1995 EBinicity While, Non-Hispanic Bini Pase City, Xann Phone Number 330-785-6643	Credit Recovery Plan         Assessment         Docs         Assurances           Mode Name: Marie         Mode Name: Marie: Mode Name: Marie         Mode Name: Marie: Mar	Status / Flags Comments / flistory Last Name: Baser Suffic Gender Female Last Aligits of SSM: 3991 SSD: Email: Refresh@fakemail.com	SSID STATUS Current SSID Statua Pending SSID Verification Update SSID Status To No Action Available
Address Student Home Physical Address @ Address Line 1: 340 Edith Ave. Address Line 2: City: Alton State: Ohio 2ga: 44372		Student Home Mailing Address C Address Link 1: 340 Edith Ave. Address Link 1: 340 Edith Ave. C/p Atron State: Ohio Zar. 4312	



9. The system directs you to the Attendance Tab. Enter the participant's attendance hours for each month. Click the Save icon.

ng Student: 1 of 1								
ng Student: 1 of 1								
	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE CO	MMENTS			
School Name	Provider IRN	En	rollment Start Date		Enrollment	End Date	Total Hours	Detail
Dohn Community	133264		02/20/2018		06/30/2	2018	30	9
						COMMENTS		
Month/Year	Hours			Action		COMMENTS:		
July 2017								
Aug 2017								
Sept 2017								
Oct 2017								
Nov 2017								
Dec 2017								
Jan 2018								
Feb 2018	10				Ø			
March 2018	10							
April 2018	10				ß			
Nov. 0040				-				
May 2018				- (				
June 2018								
Total for Year	30							

To edit hours, click the pencil icon, correct the hours, and click Save.

NOTE: If needed, you can add comments by clicking on the Add Comment button in the lower right.

10. Click on the Finance Docs Tab. Click Course Transcript on the far left.

ATTENDANCE	ACCOUNT SUMMARY	PAYMENT FINANCE		ICE COMMENTS				
DOCUMENTS:	Documents	DCUMENTS ON FILE:			<b>■</b> + - \	view Document	Î - Delete I	Document
Course Transariat		NAME	TYP		DATE	REQUIRED	REVIEW	V D
Course Transcript		Preyor, Lamar 4-27-18.pdf	Course Tra	nscript 4/27	7/2018 1:29:43 PM	Y		E•
		Preyor, Lamar 4-16-18.pdf	Course Tra	nscript 4/16	6/2018 3:06:59 PM	Y		D• 🗊
		Preyor, Lamar 4-2-18.pdf	Course Tra	nscript 4/8/	2018 11:44:09 AM	Y		D• 🗊
		Preyor, Lamar 1-26-18.pdf	Course Tra	nscript 3/7/	2018 11:19:30 AM	Y		D• 1
					(Salect <b>Rafrash</b> hutte	F	Refresh	Save



The following window will appear. Click *Browse* to locate your document. Click *Open*. (This may be different depending on the browser you are using.)

Opload :Course Tra	nscript - Internet Explorer	3 <u>443</u> 9		×
💕 https://entdocrepqa	a.ode. <b>state.oh.us</b> //Home/Upload?key=3A8A	g8QHWqGUjta%2bG6XaH02	MYqq48ia	Wrf 🏾
Upload for (	Course Transcript:			
Only the follow	ving file extensions are accented.			
.do	c, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt,	xls , .xlsx, .xlsm, .xlsb, .pr	ng, .zip	
File Location:		Brow	se	
(Max Size 5M)				
(Max Size 5M) File Name:	(optional - I	Default will be the filename)		
(Max Size 5M) File Name:	(optional - I	Default will be the filename)	laad	

Once the file location populates, click Upload.

nttps://entdocrepqa.c	de. <b>state.oh.us</b> //Home/Upload?key=3A8Ag8QHWqGUJ	ta%2bG6XaH02MYqq48ii	aWrt 💼
Upload for Co	ourse Transcript:		
Only the following	ng file extensions are accepted		
.doc,	.docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls , .xlsx, .:	xlsm, .xlsb, .png, .zip	
.doc, File Location: (Max Size 5M)	.docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls , .xlsx, .: C:\Users\10156725\Desktop\test.docx	xlsm, .xlsb, .png, .zip Browse	
.doc, File Location: (Max Size 5M) File Name:	.docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls , .xlsx, .: C:\Users\10156725\Desktop\test.docx (optional - Default will be t	xlsm, .xlsb, .png, .zip Browse the filename)	

After uploading the document, click *Refresh* in the bottom right.

ARY PAY	MENT FINANCE DOC	S FINANCE COM	MENTS			
DOCUME	NTS ON FILE:		<b>□</b> • - <i>Vi</i>	ew Document	🗊 - Delete	Document
	NAME	TYPE	DATE	REQUIRED	REVIEW	V D
Prey	or, Lamar 4-27-18.pdf	Course Transcript	4/27/2018 1:29:43 PM	Y		Ē• 🗊
Prey	or, Lamar 4-16-18.pdf	Course Transcript	4/16/2018 3:06:59 PM	Y		E+ 🗊
Prey	vor, Lamar 4-2-18.pdf	Course Transcript	4/8/2018 11:44:09 AM	Y		1.
Prey	or, Lamar 1-26-18.pdf	Course Transcript	3/7/2018 11:19:30 AM	Y		E+ 🗊
			(Select Refresh button	Re after uploadmente	efresh	Save document)



11. Click the *Invoice Tab* to add a new invoice when a participant has passed one or more Click *Add New Invoice*.

ng Student:	1 of 1												
ENDANC		AC	COUNT SUM	MARY	AYMENT	FINANCE	DOCS	FINANCE CO	OMMENTS				
Invoice In Scholarshi	formation p: 2/20/2018 voice is an Ad	- 6/30/2018 djustment	3 To <mark>4 i</mark> r	otal Allocate Ivoice(s) re	d: \$5,000.00 turned. Tota	Tota I Requesta	al Invoiced ad: \$3,214	l: \$3,214.26 <b>I.26, Total Ap</b>	Total Paid:	: (\$3,214.26) <b>4.26</b>	Total Remaining	g: \$1,78	5.74
				DROVIDER	PROVIDER	STATUS	RILLING	DATE	BEOLIESTED	ODE	TO BE BAID	COTO	
IVOICE UMBER	NAME	APP ID	PERIOD	IRN	FROUDER	314103	CYCLE	SUBMITTED	AMOUNT	APPROVED	(OR) REFUNDED	GUIU	PRINT
WOICE UMBER 846164	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	SUBMITTED	\$1,428.56	APPROVED AMOUNT \$1,428.56	(OR) REFUNDED \$1,428.56	Ø	PRIN
846164 856884	Jones, Anthony Howard Jones, Anthony Howard	393176 393176	Adult Learner FY 2018 Adult Learner FY 2018	133264 133264	Dohn Community Dohn Community	Invoice Accepted Invoice Accepted	FY 2018 FY 2018	SUBMITTED 3/7/2018 4/8/2018	\$1,428.56 \$357.14	APPROVED AMOUNT \$1,428.56 \$357.14	(OR) REFUNDED \$1,428.56 \$357.14	©	e
846164 856884 861213	NAME Jones, Anthony Howard Jones, Anthony Howard Jones, Anthony Howard	APP ID 393176 393176 393176	Adult Learner FY 2018 Adult Learner FY 2018 Adult Learner FY 2018	133264 133264 133264	Dohn Community Dohn Community Dohn Community	Invoice Accepted Invoice Accepted	FY 2018 FY 2018 FY 2018 FY 2018	3/7/2018 4/8/2018 4/16/2018	\$1,428.56 \$357.14 \$714.28	APPROVED AMOUNT \$1,428.56 \$357.14 \$714.28	(OR) REFUNDED \$1,428.56 \$357.14 \$714.28	9 9 9 9	

12. The Invoice Window will open. Click Add Course.

	Dalata Pata al
IVOICE	×
nvoice Number: 0	Provider: Dohn Community
nrollment: 2/20/2018 - 6/30/2018	Student Name: Jones, Anthony Howard
Invoice 📕	
Course Type	Course Name Start Date End Date Credits Amount Lunpon to
	Add Course
	CLICK HERE TO VIEW DETAILS
Comments M 👼	Amount to be paid by ODE for this Invoice \$0.00
	NOTE: ** Total amount requested this Invoice is less than the total available
	amount
Add Comment	



13. Another window will open. Enter the information for the following items: Course type, Course Name, Start Date, End Date, and Credits.

om	Save Course			Amount to be paid by	ODE for this Invoid	<u></u>	×a
	Course Type	Course Name	Start Date	End Date	Credits	Amount	
	-Select-	-Select- 文			0 🗘 0		
ŀ							
bb					Save	Course Cancel	J

14. Once these items are completed, click *Save Course*. NOTE: the system automatically fills in the Amount.

mر م	ments 👔 😬		Amount to h	e paid by ODE for this Inv	oice	\$0.00
	Save Course					×
	Course Type	Course Name	Start Date	End Date	Credits	Amount
	Elective Requirements ᅌ	English Language Arts ᅌ	02/23/2018	04/20/2018	1.0 ᅌ 714	.28
ŀ						
d					Save Co	ourse
l						

15. Continue Adding courses (steps 11-14) until all completed courses/assessments, which have not been invoiced for, are included. In this example, the invoice includes 1.5 content and 2.0 elective credits for a total of \$1,785.74.

NOTE: The Other Social Studies is only for \$0.04 because this invoice combined with previous invoices has maxed the participant's eligibility for the year. (Max per year is \$5,000).

voice							
voice Number: 0 rollment: 2/20/20	18 - 6/30/2018			Provider: Do Student Nar	ohn Commu ne: Jones, A	nity Anthony Howa	ırd
Invoice 👼							
	Course Type	Cour	se Name Start Date	End Date	Credits	Amount	Edit Delete
	Elective Requirements	English Language Arts	2/23/2018	4/20/2018	1.0	714.28	
	Elective Requirements	Mathematics	3/5/2018	5/29/2018	1.0	714.28	1
	Content Requirements	American Government	3/12/2018	5/2/2018	0.5	357.14	2 🗊
	Content Requirements	Other Social Studies	3/12/2018	5/2/2018	1.0	0.04	Ø 🗎
			Total amount re	quested in thi	s Invoice:	\$1,785.74	
					01101		Add Course
Comments 👔		Ar	nount to be paid by OD	E for this Invoi	CEIC:	HERE TO V	\$1.785.74
		No	DTE: ** Total amount	requested this	Invoice is le	ss than the to	tal available





6/3/2018 7:39:56 AM - Staci Trittschuh - Started	CURRENT INVOICE STATUS: Started UPDATE INVOICE STATUS TO: Submit
	Save

NOTE: A course transcript is required to submit an invoice. Each invoice requires a transcript. If a transcript has not been already uploaded, you will receive the error message shown below. Click *OK*. Make sure to save the invoice before closing it to upload the transcript.

6		
	×	
h	Course transcript is required to submit the Invoice.	):

17. Clicking Submit changes the Invoice Status to Submitted.



18. Participants receive an email informing them that an invoice was submitted for their approval. Please explain to participants that they are NOT receiving a bill; the action of accepting the invoice allows the Department of Education to pay for the coursework the participant completed.





### **Reviewing Existing Invoices**

There are three ways to access an existing invoice:

1. Search Student Application

Hover over Student Menu at the top. Select Search Student Application.



#### 2. Finance Search

Hover over the Finance Menu at the top. Select Finance Search.

<b>Ohio</b> Department of Education	Welcome : Michelle Rammel 050765 - Dept Of Education	J LOGOUT
DASHBOARD PROVIDER - STUDENT -		USER MANUALS AND FOR
	Finance Search	
Module: Provider	» Invoice Search	
Program Selected:	» Payment Search	

#### 3. Invoice Search

Hover over the Finance Menu at the top. Select *Invoice Search*.



After selecting one of the three methods listed above, enter the participant's APP ID *or* first and last name. Be sure the correct Application Period is selected in the dropdown box.



Select the participant by clicking on the Details icon on the far right.

Basic Search - 1 result(s) returned.					0							
NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Chen, Benjamin Marie	**	480738	Adult Learner FY	169985	063297	Lorain Co Community College	043943	Elyria City Schools	Accepted	6/1/2018	Renewa	0

Click on View Finance Details.

e iD:	480738 Nam	e: Benjamin Marie Che	n Period	d: Adult Learner F	Y T Sta	ype: Renewal tus: Accepted	View Finance Details
Viewing 2 of 7	Task: Accept /R	eject invoice - Application I	D: 480738, Invoice Number: 8	71106, Student Na	me: Benja	min Marie Chen	
STUDENT	APPLICATION	PAST CREDITS EARNED	CREDIT RECOVERY PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
Student	Information					CURRENT SS	SID STATUS

Under the Invoice Tab, any invoice that has been processed for the participant can be viewed.

ID: 480738 Name: Benjamin Marie Chen	Period: Adult Learner FY Type: Renewal Application Status: Accepte
Viewing Student: 1 of 1	
ATTENDANCE INVOICE ACCOUNT SUMMARY PAYMENT	FINANCE DOCS FINANCE COMMENTS
Invoice Information 👔 🐻	



#### **Student Accept an Invoice**

1. Access the OH|ID account https://safe.ode.state.oh.us/portal

	An Official Site of Ohio.gov 🛇
⊖OH ID	
Log in to your OH ID account to access multiple state applications.	
User ID	
FORGOT YOUR USER ID?	
Password	
2	
FORGOT PASSWORD?	
🔒 Log In	
LOGIN HELP   FIRST TIME USER?	
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set fi computer systems may be accessed and used only for official state business by authorized personnel.	orth on the Individual pages of this website. State of Ohio

2. Select Adult Learner Application tile.





#### 3. The Adult Student Dashboard appears.

Select Program Adult Student Dashbo	ard
Student Details	<b>~</b>
Task List	^
SHOW <b>5 C</b> INTRIES	SEARCH:
TASK TITLE	START STATUS
Accept /Reject invoice - Application ID: 480738, Invoice Number: 871107, Student Nar Benjamin Marie Chen	ne: 06/01/2018 Open

4. Locate the Task List. There will be one or more invoices waiting for your (the adult participant) approval. Click *Proceed*.

. Select Program Adult Student Dashboard				
Student Details				~
Task List				^
SHOW 5 CENTRIES	SEARCH:			
TASK TITLE	START DATE	STATUS	$\frown$	
Accept /Reject invoice - Application ID: 480738, Invoice Number: 871107, Student Name: Benjamin Marie Chen	06/01/2018	Open	ØPROCEED	
Accept /Reject invoice - Application ID: 480738, Invoice Number: 871106, Student Name:	06/01/2019	Open	@PROCEED	

#### 5. A window will open.

Course Type         Course Name         Start Date         End Date         Credits         Amount         Edit           Content Requirements         Other Social Studies         7/1/2018         7/1/2018         0.5         357.14	Course Name         Start Date         End Date         Credits         Amount         Edit         Delet           Other Social Studies         7/1/2018         7/12/2018         0.5         357.14           Total amount requested in this Invoice:         \$357.14
Course rype         Course Name         Start Date         End Date         Credits         Amount         Edit           Content Requirements         Other Social Studies         7/1/2018         7/1/2018         0.5         357.14	Course Name         Start Date         End Date         Credits         Amount         Edit Date           Other Social Studies         7/1/2018         7/12/2018         0.5         357.14           Total amount requested in this Invoice:         \$357.14
	Total amount requested in this Invoice: \$357.14
Total amount requested in this invoice. \$557.14	



NOTE: If you Reject the invoice, the provider is not paid for your completed work and you will notreceive your High School Diploma.

٦	CURRENT INVOICE STATUS: Submitted	
(	UPDATE INVOICE STATUS TO Accept Invoice or	
	Invoice Reject	

7. The Current Invoice Status changes to Invoice Accepted.



8. Click Close at the bottom. (You may have to scroll down further.)



9. Lastly, sign out of your OH|ID account. This is located at the top right of the screen.

Ohio	.gov	Departr of Educa	ment ation		Welcome benjamin chen [Sign Out] Printe, ady Version Session 7.11 Joint 20159:43
Dashboard	Student 🗢	Finance 🗢	User Manuals and Forms	Contacts 🗢	QA
Program	Information	]			



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#### **Contact Information**

For questions regarding the 22+ Program, please contact:

Ashley Kerr Education Program Specialist Office of Career-Technical Education 614-387-2199 ashley.kerr@education.ohio.gov

The Department's <u>Notice of Non-Discrimination</u> applies to all programs and activities.



### **Application Template**

22+ APPLICANT INFORMATION - To be Completed by Applicant								
First Name:	Middle:	Last:						
Date of Birth:	Phone:	Phone Type:						
Physical Street Address:								
City:	State:	ZIP Code:						
Mailing Address (if different than above):								
City:	State:	ZIP Code:						
School District of Residence:	County:	Date Residency Began:						
Birth Place City:	Birth Place State:	Mother's Maiden Last Name:						
Email:	Gender:	SSID:						
Native Language:	Ethnicity:	Last 4 Digits of SSN#:						
U.S. Citizen: Yes 🗌 No 🗌	U. S. Veteran: Yes 🗌 No 🗌	Last Name on Birth Certificate:						
Applicant Educati	onal Background - To be Completed by A	oplicant						
Year Student Entered 9th Grade:	Highest Grade Completed:							
Last Academic Year Completed:	Name of Last School Attended:							
STUDENT SU	JCCESS PLAN - To be completed by Provid	er						
Secondary Provider Name:								
Secondary Provider IRN:	Initial Counseling/Associated Services Completed	(check all that apply):						
Pre-Assessment Name:	OhioMeansJobs Registration	Digital Literacy Training						
Check one:	Career Inventory	Create Resume						
≥ 9th Grade □	□ Job Outlook Data/In-Demand Jobs	Benefits Access						
≤ 9th Grade □	Postsecondary Opportunities	Other Support Services						
Credential/Certificate Program Name:	Identify Disability (If applicable)	□ Other						



#### **Work Credit Form**



Education.Ohio.gov

Mike DeWine, Governor Jon Husted, Lt. Governor Stephen D. Dackin, Director

Provider name:

Student ID Number:

Work/Life Experience Credit: Per rule 3301-45-07 Competency-based instructional programs and credit for prior learning, section C:

(C) Providers must consider prior learning experiences of the adult learner and award appropriate credit using educational options prior to enrolling the student in the program.

#### Hours Worked - Credits Granted:

120 contact hours = 1 Career Technical Education (CTE) Credit Maximum of number of credits can be earned: (credits are based on Graduation Requirements when the applicant entered the 9<sup>th</sup> Grade)

Please detail educational options related to CTE:

i.e.: Educational options can include the following: -Work Experience and/or

-Life Experience

Student Signature

Date

HSD Provider Signature Date

25 South Front Street Columbus, Ohio 43215 U.S.A. education.ohio.gov 877 | 644 6338 For people who are deaf or hard of hearing, please call Relay Ohio first at 711.

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services



#### Credit Review Form 1963 - 1989

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits	Credits Farned	Credits
Proof Address	ID	Transcript	_ IEP	Proof CTE credit	(18)	Larneu	Neeueu
ENGLISH					3		
МАТН					2		
SOCIAL STUDIES	Am History (1)	Am Govt (1)			2		
SCIENCE					1		
PE/HEALTH	PE (1/2)	Health (1/2)			1		
	ELA	Math	SS	S	0		
ELECTIVES (Must complete 3 units in another subject besides ELA)	Foreign Lang	Visual/Performing Arts	Business	Technology	9		
	Career Tech	Industrial Arts					



Name	Name		Provider	Year Enter 9 <sup>th</sup> grade	Credits	Credits	Credits
Proof Address	ID	Transcript	IEP	Proof CTE credit	Required (18)	Earned	Needed
ENGLISH					3		
МАТН					2		
SOCIAL STUDIES	Am History (1)	Am Govt (1)			2		
SCIENCE					1		
PE/HEALTH	PE (1/2)	Health (1/2)			1		
	ELA	Math	SS	S	Q		
ELECTIVES (Must complete 3 units in another subject besides ELA)	Foreign Lang	Visual/Performing Arts	Business	Technology	5		
	Career Tech	Industrial Arts					
ASSESSMENTS	Reading	Math	Writing	Science *	Social Studie	!S	

\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond



### Credit Review Form 2002 – 2003

Name	Name		D	Provider		Year Enter 9 <sup>th</sup> grade	Credits	Credits	Credits
Proof Address	ID	Trans	cript	IEP		Proof CTE credit	(20)	Larneu	Needed
ENGLISH							4		
МАТН							3		
SOCIAL STUDIES	Am History (1/2)	Am Govt (1/2)					3		
SCIENCE	Biology	Physical Science *					2		
PE/HEALTH	PE (1/2)	Health (1/2)					1		
ELECTIVES	Bus/Tech Fi		Fine Arts		Foreign Lang		7		
(Must include 1 credit of business/tech, fine	ELA		Math		SS				
language)	Science		Career Tech		Industrial Arts				
ASSESSMENTS	Reading	Math	Writing		Science **		Social Studi	es	

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology \*\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond

#### Credit Review Form 2004 – 2009

Name			D	Provider		Year Enter 9 <sup>th</sup> grade	Credits	Credits	Credits
Proof Address	ID	Trans	cript	IEP		Proof CTE credit	(20)	Earneu	Needed
ENGLISH							4		
МАТН							3		
SOCIAL STUDIES	Am History (1/2)	Am G	ovt (1/2)				3		
SCIENCE	Biology	Physic	cal Science *				3		
PE/HEALTH	PE (1/2)	Healt	h (1/2)				1		
	Bus/Tech Fin		Fine Arts		Foreign Lang				
ELECTIVES							6		
(Must include 1 credit of business/tech, fine	ELA		Math		SS				
language)	Science		Career Tech		Industrial Arts				
ASSESSMENTS	Reading	Math		Writing	Science **		Social Studi	es	

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology \*\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond)



#### Credit Review Form 2010 – 2013

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits	Credits	Credits
Proof Address	ID	Transcript	IEP	Proof CTE credit	(20)	Earned	Needed
ENGLISH					4		
<b>MATH</b> (incl. Alg 2 or equiv.)					4		
SOCIAL STUDIES	Am History (1/2)	Am Govt (1/2)			3		
SCIENCE	Physical Science *	Life Science **	Adv Study		3		
PE/HEALTH	PE (1/2)	Health (1/2)			1		
CHECK OFF ONLY:	Fine Arts (2 semesters) (grades 7-12)		Economics and Financial Literacy				
ELECTIVES (Must include 1	Foreign Lang	Fine Arts	Business	Career tech	5		
credit of business/tech, fine arts and/or foreign language)	FCS	Technology	Ag Ed	JROTC			
ASSESSMENTS	Reading	Math	Writing	Science ***	Social Studi	es	

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology \*\*NOTE: Life Science includes: Biology, Anatomy & Physiology

\*\*\*NOTE: Science required for those who entered 9<sup>th</sup> grade for first time in 1997 and beyond

#### **Credit Review Form 2014 – Present**

Name	App ID Provider		Year Enter 9 <sup>th</sup> grade						
Proof Address	ID	Transcript	IEP _		Proof CTE credit		Credits Required (20)	Credits Earned	Credits Needed
ENGLISH							4		
MATH (incl. Alg 2 or equiv.)							4		
SOCIAL STUDIES	Am History (1/2)	Am Govt (1/2)				3			
SCIENCE	Physical Science *	Life Science **	Adv S	Study			3		
PE/HEALTH	PE (1/2)	Health (1/2)					1		
ELECTIVES (Must include 1 credit of	Foreign Lang	Fine Arts	Fine Arts Business		Career tech				
business/tech, fine arts and/or foreign language)	FCS	Technology	Ag E	d	JROTC	5			
CHECK OFF ONLY:	Fine Arts (2 semesters) (grades	5 7-12)			Economics and Financial Literacy				
End of Course Exams	ELA (4pts between ELA 1 and ELA 2)	Math (4pts between Alg and Geom):	I	Science and Social Am Govt, Am Hist, Bio	al Studies (6pts total between t, and Bio): Govt Hist		Earned at least 18 of 32 possible points on the 7 end of course exams		
	ELA 1ELA 2	Alg I Geom		AT (prior to March 2	– 2016): Writing (430 or above)		of 3	2	
ACT/SAT	ACT: English (18 or above) Reading (22 or above)	Math (22 or above)		Reading (450 or above)	above) Math (520 or	SA ab M	.T (March 2016 an ove) ath (530 or above	nd later): EBR	W (450 or

\*NOTE: Physical Science includes: Physical Science, Chemistry, Physics, Earth Space Science, Geology

\*\*NOTE: Life Science includes: Biology, Anatomy & Physiology