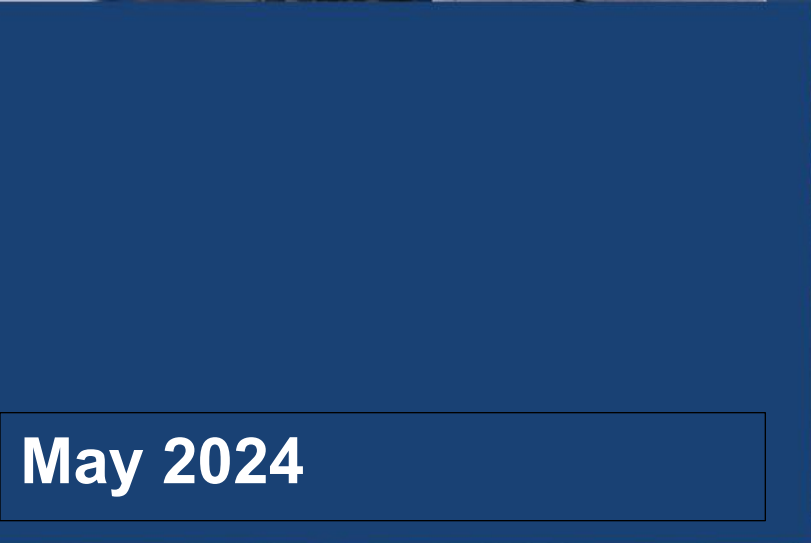


22+ Adult High School Diploma Program Manual May 2024



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

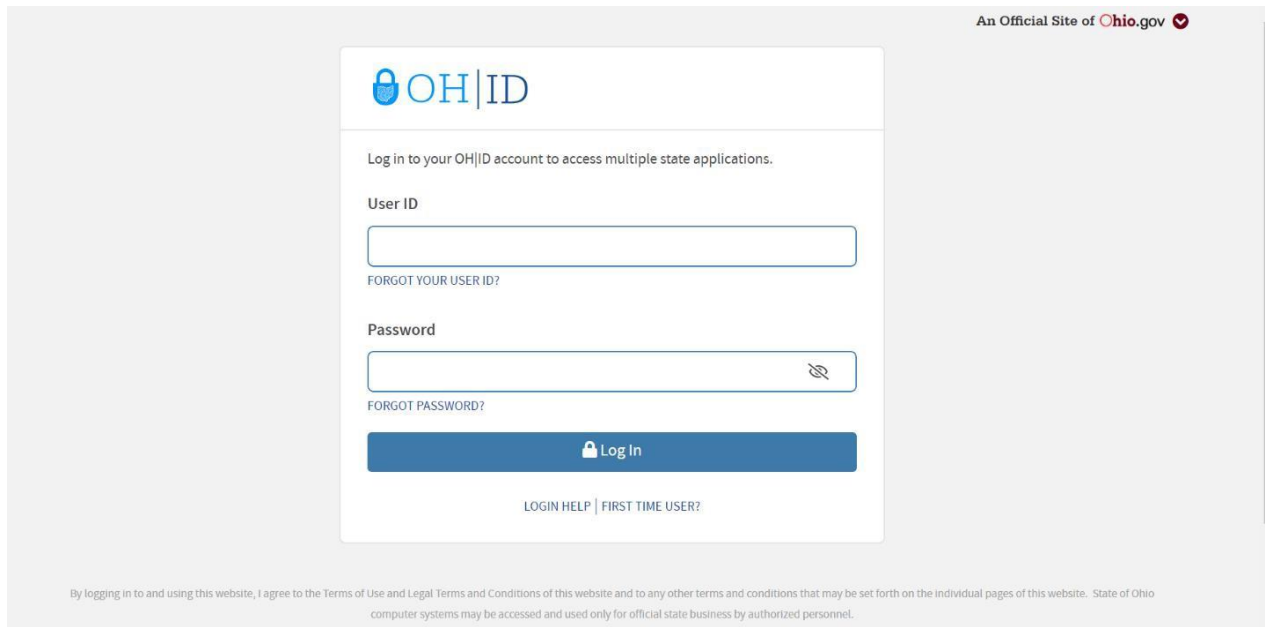
Employees of public schools who are authorized to access the Adult 22+ HSD Program must have the following roles:

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

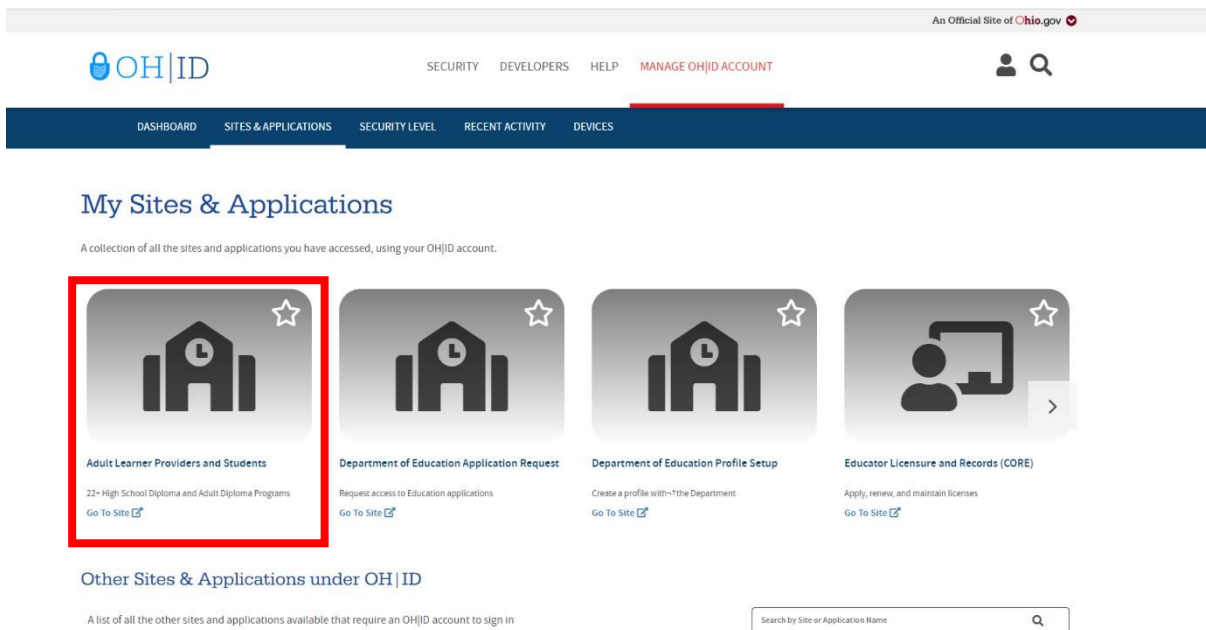
The school's OEDS administrator assigns these roles.

Provider Application

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



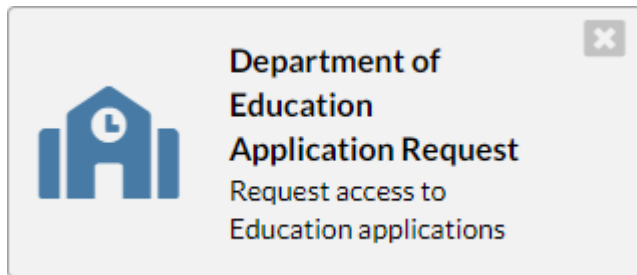
You should be taken to a page of your applications. They now appear as tiles:



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***
- 3) **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*.

A screenshot of a web form titled 'SAFE Application Request'. The form is divided into two main sections: 'CONTACT INFORMATION' and 'REQUEST INFORMATION'.
- 'CONTACT INFORMATION' section includes fields for 'Name', 'Email', 'Phone', and 'Extension'. A red arrow points to the 'Name' field.
- 'REQUEST INFORMATION' section includes dropdown menus for '*Application:' (set to 'Adult Learner') and '*Membership Requested:' (set to 'HSD Provider Applicant'). Red arrows point to both dropdown menus.
- Below these is a text area for '*Reason:' with a red arrow pointing to it. A note above the text area says: 'In the reason box below, please indicate whether you are a student or a provider. If you are a provider, indicate your job title and institution.'
- At the bottom right is a 'Submit' button with a red arrow pointing to it.
- A '*Required' label is at the bottom left.
- A note 'Current Membership:' is positioned between the dropdown menus and the reason text area.

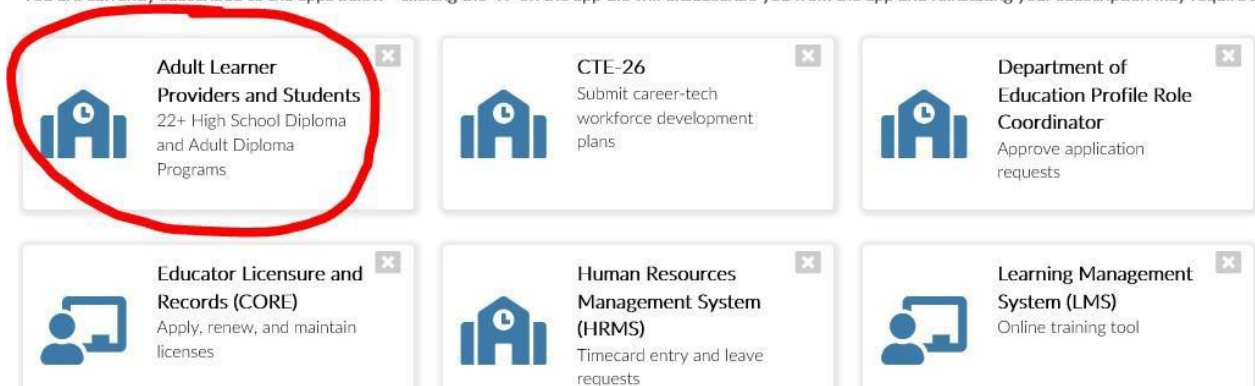
BEGIN HERE (Step 3) if you already have access to the Adult Participant Web

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.

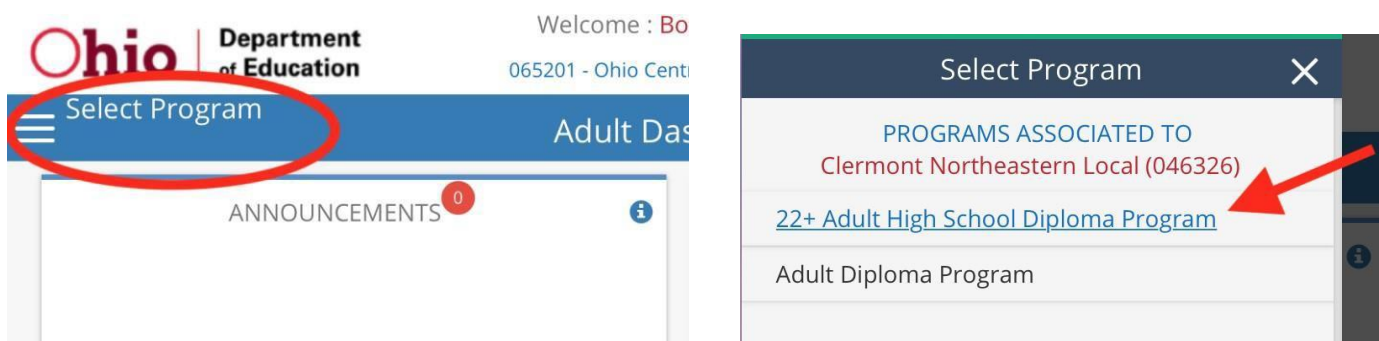
My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require addi

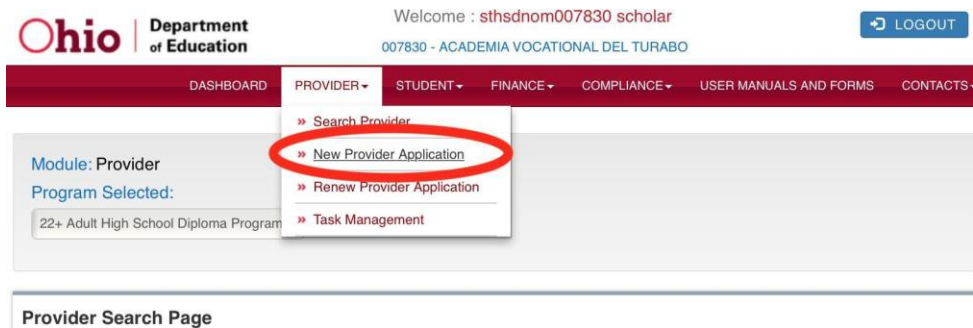


4. To Begin a Provider Application

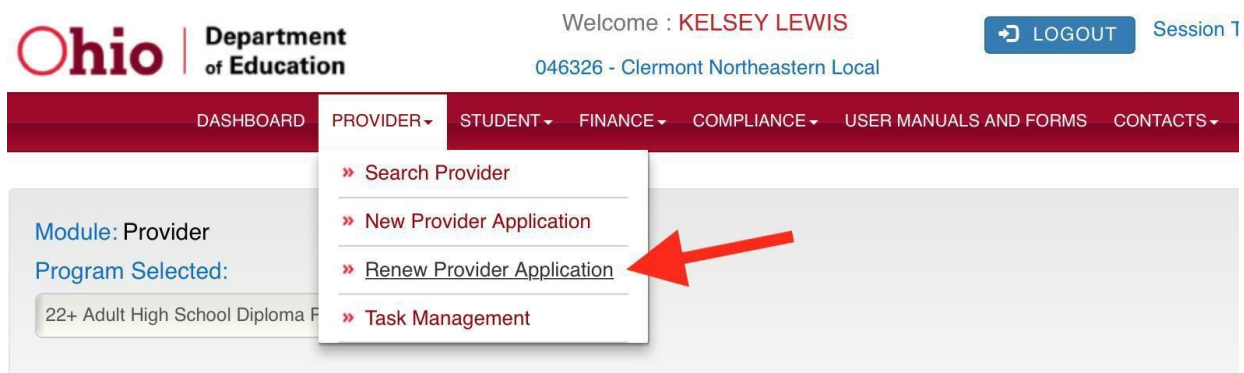
a) On the top left side of the screen, click *Select Program*. If given a choice, select the 22+ *Adult High School Diploma Program*. The *Provider Search Page* should appear.



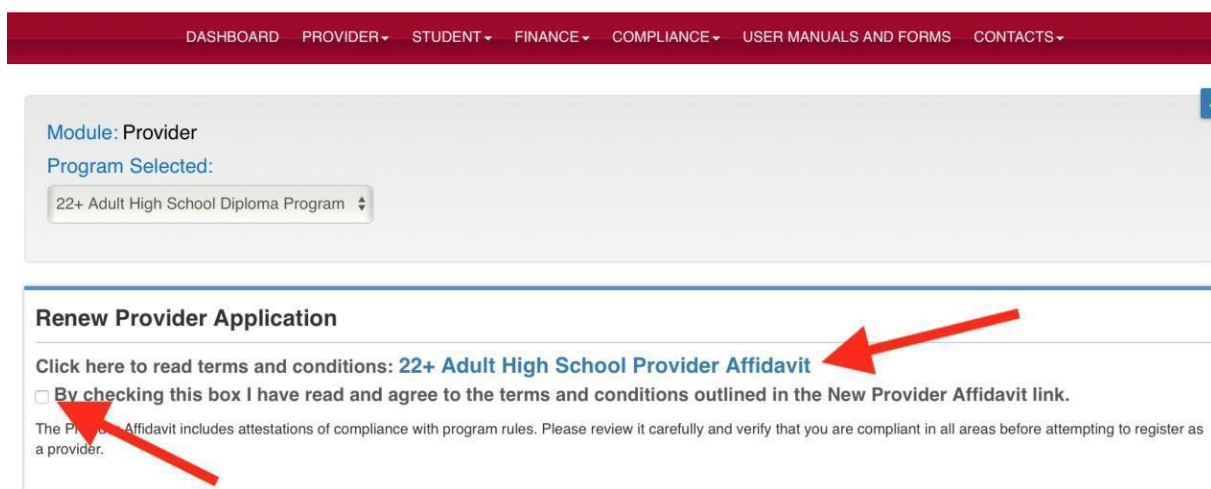
b) **NEW Providers:** Select *New Provider Application* under the *Provider Tab*.



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



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.



- 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 School Provider Affidavit](#)

By checking this box I have read and agree to the terms and conditions outlined in the New Provider Affidavit link.

The Provider Affidavit includes attestations of compliance with program rules. Please review it carefully and verify that you are compliant in all areas before attempting to register as a provider.

1. All Service Providers are listed in The Ohio Educational Directory System (OEDS). If your organization is already listed in OEDS and you have the proper associated role you will see your organization in the dropdown list below. Select your organization and click on START APPLICATION. After your data appears, click SUBMIT.
2. If you are a school or past provider and your organization does not appear in the dropdown please check with your OEDS administrator to assure you have the correct role.
3. If your organization is new and is not currently listed in OEDS, begin by selecting Create a New Org/Provider from the drop down list and click on START APPLICATION. Then, fill out the general information on the screen below and press SUBMIT. You will be issued an IRN (Information Retrieval Number - which is used as a unique identifier for your organization) upon application approval.

Start application by: Selecting an Organization you are associated with from the drop down or select "Create a New Org/Provider" then press Start Application.

Associated Orgs: 007830 - ACADEMIA VOCATIONAL DEL TURABO

Start Application

Organization Information

Name: ACADEMIA VOCATIONAL DEL TURABO
Irn: 007830
Phone: (787) 746 - 6634
Email: N/A

Application Period: Adult Learner FY

TaxId:

Designate County: Out of State
Fax: N/A
Web URL: N/A

***Missing information could delay application processing.**

Submit

- 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*.

Renew Provider 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 and conditions outlined in the New Provider Affidavit link.

The Provider Affidavit includes attestations of compliance with program rules. Please review it carefully and verify that you are compliant in all areas before attempting to register as a provider.

- All Service Providers are listed in The Ohio Educational Directory System (OEDS). If your organization is already listed in OEDS and you have the proper associated role you will see your organization in the dropdown list below. Select your organization and click on **START APPLICATION**. After your data appears, click **SUBMIT**.
- If you are a school or past provider and your organization does not appear in the dropdown please check with your OEDS administrator to assure you have the correct role.
- If your organization is new and is not currently listed in OEDS, begin by selecting **Create a New Org / Provider** from the drop down list and click on **START APPLICATION**. Then, fill out the general information on the screen below and press **SUBMIT**. You will be issued an IRN (Information Retrieval Number - which is used as a unique identifier for your organization) upon application approval.

Selected Organization: 046326 - Clermont Northeastern Local

[Start renewal](#)

Organization Information

Name: Clermont Northeastern Local	TaxId: 316005529
Irn: 046326	Designate County: Clermont
Phone: (513) 625 - 5478	Fax: (513) 625 - 6080
Email: Refresh@Fakemail.com	Web URL: http://www.cneschools.org/

Application Period: Adult Learner FY

[Renew Application](#)

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: Adult Diploma FY Type: Renewal Applications Status: Started

General Personnel Programs/Courses Docs Status / Flags Comments / History

Provider ⊕

- 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.

Provider/Program Status Info

Servicing: Adult Diploma Program

Current Status: 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.

The screenshot shows a web application interface with several tabs: General, Personnel, Application, Participating Buildings, Docs, Status / Flags, and Comments / History. The Personnel tab is active. On the left, under 'Personnel', there is a list containing 'LEWIS, KELSEY'. Below this list are two buttons: 'Add' and 'Remove', both of which are circled in red. On the right, the 'Details' section for KELSEY J LEWIS is displayed, including fields for Name, Phone, Email, Do, and SSN (Last 4). Below the details, there are sections for 'Available Roles' and 'Assigned Roles', with the latter showing 'HSD Nominator'. There are also 'Add Role' and 'Remove Role' buttons.

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.

The screenshot shows the Application tab selected. On the left, under 'Sections', there is a list of eight items, each with a progress indicator (0/1) and a checkbox. The entire list is enclosed in a red rectangular box. Below the list is an 'Export to PDF' button. On the right, the 'Questions' section displays a single question: 'Question : Graduation rate Question Count : 1'. Below the question text is a text input field with the placeholder text 'Enter text here' and a red arrow pointing to it. At the bottom of the page, there are several icons for communication and navigation, and a blue circular button with an upward-pointing arrow.

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.

The screenshot shows the 'Participating Buildings' tab in a web application. The interface includes a navigation bar with tabs: General, Personnel, Application, Participating Buildings (selected), Docs, Status / Flags, and Comments / History. Below the navigation bar is a table with the following columns: IRN, PHYSICAL ADDRESS, ACCEPTING, APPROVED, WITHDRAWN, and TERMINATED. The table contains one row with the following data: IRN: 006635, PHYSICAL ADDRESS: 5327 Hutchinson Rd Batavia, Ohio 45103-9511, ACCEPTING: , APPROVED: , WITHDRAWN: , and TERMINATED: . A 'Save' button is located at the bottom right of the table.

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.

The screenshot shows the 'Status / Flags' tab in a web application. The interface includes a navigation bar with tabs: General, Personnel, Application, Participating Buildings, Docs, Status / Flags (selected), and Comments / History. Below the navigation bar is a main content area with two sections: 'Applied flags you may remove' and 'Applied flags you may not remove'. To the right of the main content area is a 'Status' panel, which is circled in red. The 'Status' panel displays: 'Current Application Status: Started', 'Update Status To: No Action Available'.

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](https://ohio.gov)

OH|ID

Log in to your OH|ID account to access multiple state applications.

User ID

FORGOT YOUR USER ID?

Password

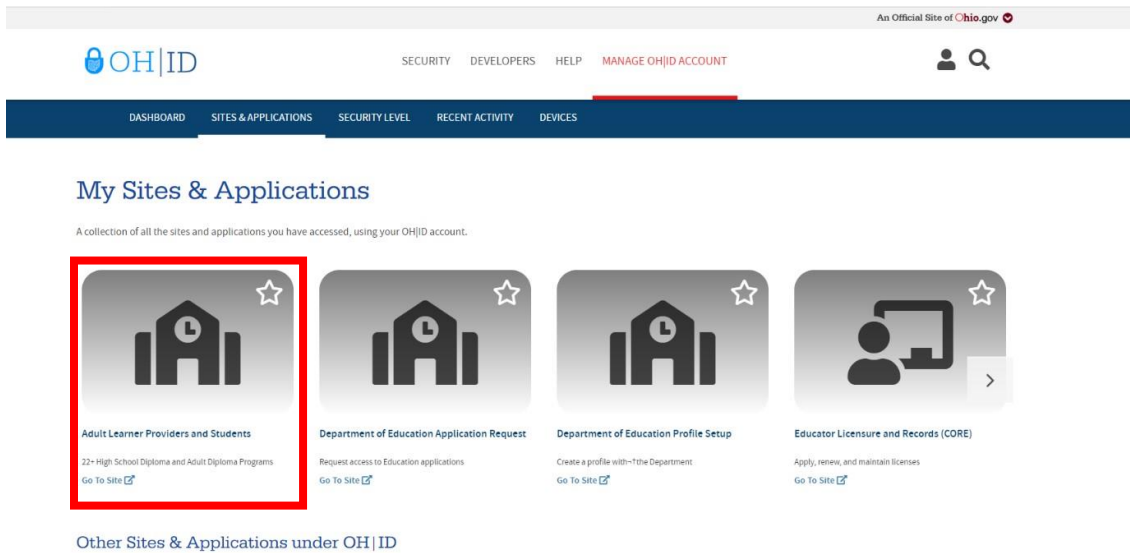
FORGOT PASSWORD?

Log In

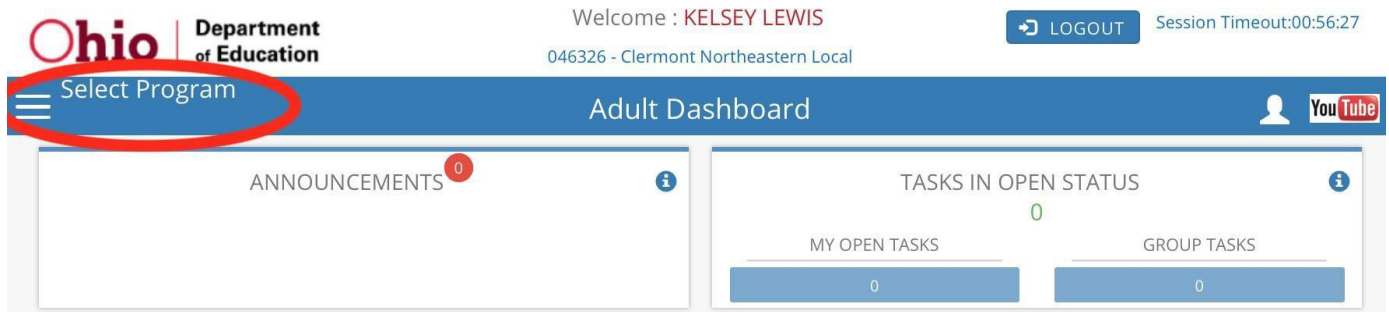
[LOGIN HELP](#) | [FIRST TIME USER?](#)

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 set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.

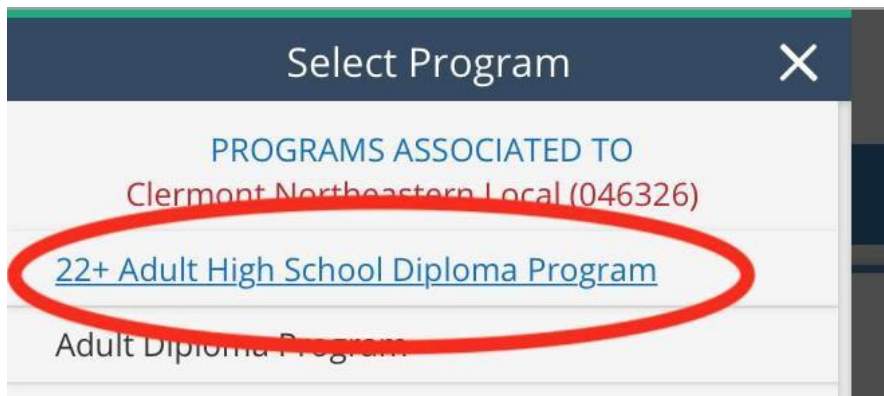
1.2 Click the Adult Learner Application tile



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+ Adult High School Diploma Program*.



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

DASHBOARD PROVIDER ▾ STUDENT ▾ FINANCE ▾ COMPLIANCE ▾ USE

Module: Provider
 Program Selected:
 22+ Adult High School Diploma Program ▾

- » Search Student Application
- » **New Student Application**
- » Renew Student Application
- » Task Management

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 ▾

*Student Date of Birth
 01/01/1990

*Student First Name
 camden

Current Last Name is different than birth certificate

*Student Last Name
 stephens

SSID

Your search parameters return ZERO results.

If a student has had an application in the past and you do not find them in your search, contact the program office for assistance before creating a new student. Creating a duplicate student will delay the application approval process. Click [HERE](#) to Add a New Student 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

*Student Date of Birth: 01/01/199C (mm/dd/yyyy) SSID: []

*Student First name: Wayne *Student Last name: Gretzky

Current last name is different than birth certificate

*Required Fields

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.

Application Period: Adult Learner FY

*Student Date of Birth: 01/01/199C (mm/dd/yyyy) SSID: []

*Student First name: Wayne *Student Last name: Gretzky

Current last name is different than birth certificate

*Required Fields

Search Reset

Your search parameters return ZERO results.

If a [] had an application in the past and you do not find them in your search, contact the program office for assistance before creating a new student. Creating a duplicate student will delay the application approval process. Click **HERE** to add a New Student to the system

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.

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.

4.0 Application Tab

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

NAME	RESIDENCY BEGIN DATE	RESIDENCY END DATE	DID NOT RESIDE IN THE DISTRICT	EDIT
045757, Allen East Local	07/01/2022		<input type="checkbox"/>	

NAME	ENROLLMENT START DATE	ENROLLMENT END DATE	EDIT	DELETE
* 047373, Oak Hills Local	07/01/2022		<input type="checkbox"/>	<input type="checkbox"/>

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*.

Enter Passed Graduation Details

Current Status
Status: STARTED

Ohio Department of Education
877-644-6338 Sign-up for Alerts

Dr. Stephanie K. Siddens
Interim Superintendent of Public Instruction

State Board of Education of Ohio
Charlotte McGuire, President

Enter School History

Year student first entered 9th grade *
2010

Highest grade completed *
11th Grade

Last academic year completed *
2010

Name of last school attended *
test

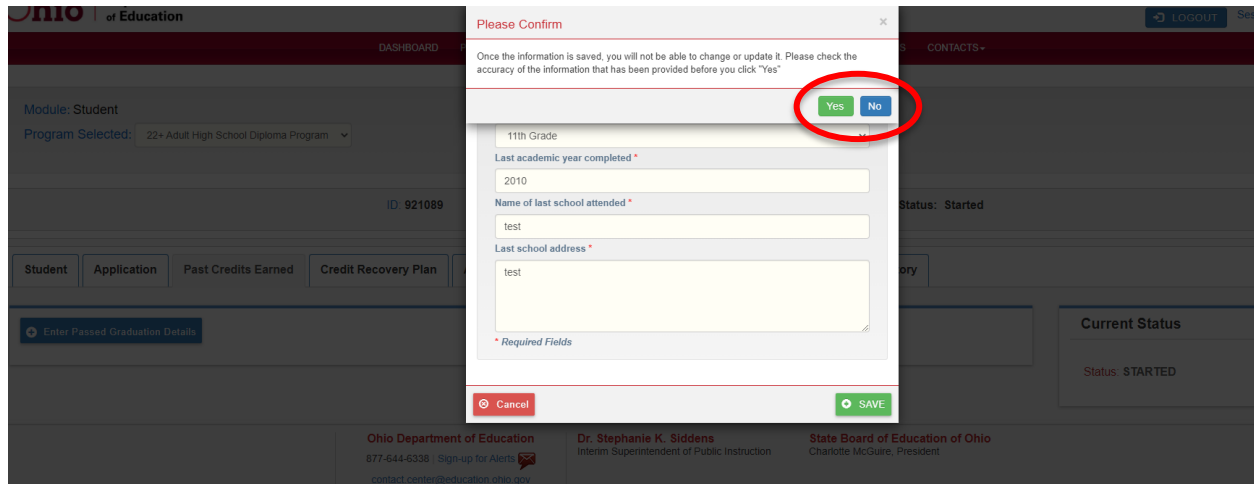
Last school address *
test

* Required Fields

Cancel SAVE

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 9th grade*.

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



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 9th grade for the first time.

Beginning in July of 2022, students who entered 9th 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 9th 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

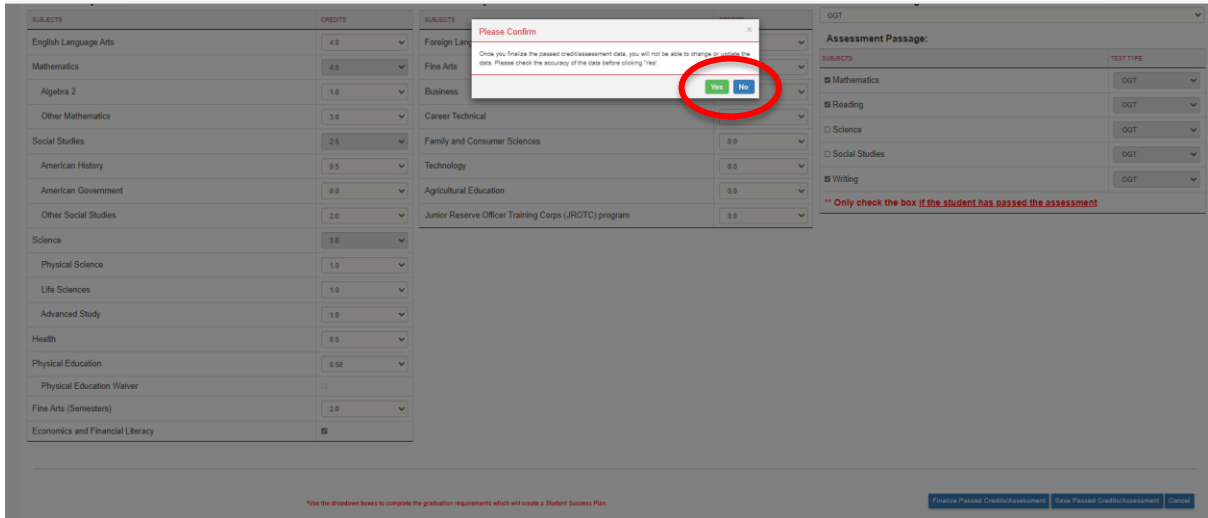
The HSD Nominator enters the number of Work/Life Credits under CTE elective credits on the Past Credits Earned Tab. Supporting documentation must be uploaded. Every 120 hours of work documented equals one (1) CTE credit up to the number of electives required.

Enter only data that can be verified.

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

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

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.



CONTENT SUBJECTS			REQUIRED	PASSED	ELECTIVE SUBJECTS			REQUIRED	PASSED	EOC ASSESSMENT		POINTS COMPLETED	Summary	
English Language Arts	4	3.5	5.0	4.0	English Language and Arts					English Language and Arts 1	3	Required	Passed	
Mathematics	4	3.5		0	English Language and Arts 2	0				English Language and Arts 2	0	Elective	4.0	
Algebra 2	1	1		0	Mathematics					Algebra 1	3	Total:	17.5	
Other Mathematics	3	2.5		0	Geometry	3				American History	4			
Social Studies	3	3.0		0	Social Studies and Science					American Government	1			
American History	0.5	0.5		0	American History	4				Biology	0			
American Government	0.5	0.5		0	American Government	1								
Other Social Studies	2	2		0	Biology	0								
Science	3	2.5		0										
Physical Science	1	1		0										

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 lauber Period: Adult Learner FY 2022 Type: New Status: Started [Back to student search results](#)

Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History

Year One

CONTENT SUBJECTS	PLANNED	PASSED
Social Studies		
American Government	0.5	0

ELECTIVE SUBJECTS	PLANNED	PASSED
Foreign Language	0.0	0
Fine Arts	0.0	0
Business	1.0	0
Career Technical	0.0	0
Family and Consumer Sciences	0.0	0
Technology	0.0	0
Agricultural Education	0.0	0
Junior Reserve Officer Training Corps (JROTC) program	0.0	0

ASSESSMENT SUBJECTS
<input checked="" type="checkbox"/> Science
<input checked="" type="checkbox"/> Social Studies

Current Status

Status: STARTED

Graduating Info

I plan on graduating this year.

Summary

OPTION 1 TRACK SELECTED		
	Planned	Passed
Content:	0.5	0
Electives:	1.0	0
Assessments:	2	0
Totals:	3.5	0
Award Amount:		\$ 1850.00
Total Paid So Far:		\$0.00

** The success plan details which credit(s) the student plans to complete this year

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

Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History

Year One

CONTENT SUBJECTS	PLANNED	PASSED
English Language Arts	0.0	0.0
Mathematics		
Other Mathematics	0.0	0.0
Science		
Life Sciences	0.0	0.0

ELECTIVE SUBJECTS	PLANNED	PASSED
Foreign Language	0.0	0.0
Fine Arts	0.0	0.0
Business	0.0	0.0
Career Technical	0.0	0.0
Family and Consumer Sciences	0.0	0.0
Technology	0.0	0.0
Agricultural Education	0.0	0.0
Junior Reserve Officer Training Corps (JROTC) program	0.0	0.0

ASSESSMENT SUBJECTS
<input checked="" type="checkbox"/> English Language and Arts
<input checked="" type="checkbox"/> Social Studies and Science
<input checked="" type="checkbox"/> Total Required Points

Current Status

Status: STARTED

Graduating Info

I plan on graduating this year.

Summary

OPTION 1 TRACK SELECTED		
	Planned	Passed
Content:	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:		\$0.00

** The success plan details which credit(s) the student plans to complete this year

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*.

The screenshot shows the 'Credit Recovery Plan' section of the application. It features three columns: 'CONTENT SUBJECTS', 'ELECTIVE SUBJECTS', and 'ASSESSMENT SUBJECTS'. Under 'CONTENT SUBJECTS', 'Social Studies' and 'American Government' are listed with a 'PLANNED' value of 0.5 and a 'PASSED' value of 0. Under 'ELECTIVE SUBJECTS', 'Foreign Language', 'Fine Arts', 'Business', 'Career Technical', 'Family and Consumer Sciences', 'Technology', 'Agricultural Education', and 'Junior Reserve Officer Training Corps (JROTC) program' are listed, each with a 'PLANNED' value of 0.0 and a 'PASSED' value of 0. Under 'ASSESSMENT SUBJECTS', 'Science' and 'Social Studies' are listed. A 'Current Status' section shows 'Status: STARTED'. A 'Graduating Info' section has a checkbox labeled 'I plan on graduating this year.' which is currently unchecked. A 'Summary' table shows 'OPTION 1 TRACK SELECTED' with 'Planned' and 'Passed' columns. The 'Planned' column shows 0.5 for Content, 1.0 for Electives, 2 for Assessments, and 3.5 for Totals. The 'Passed' column shows 0 for all categories. The 'Award Amount' is \$ 1950.00 and 'Total Paid So Far' is \$0.00. A red circle highlights the 'Finalize Plan' button at the bottom right.

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*.

This screenshot is identical to the previous one, but with a 'Please Confirm' pop-up window overlaid. The window contains the text: 'Please Confirm', 'Once you finalize the credit recovery plan, you will not be able to change or update it. Please check the accuracy of the data before clicking "Yes"', and two buttons: 'Yes' and 'No'. A red circle highlights the 'Yes' button.




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 Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 




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	10th Grade	08/03/2022	ACT		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			ACT SAT Algebra I Geometry		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science					MANUALLY ENTERED	Correction Needed	Submit Request Waiver 

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

Mathematics	10th Grade	08/03/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 

Click the *Submit* button.

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

An assessment document is required to *Submit*.

The screenshot shows the Ohio Department of Education dashboard for a student named Aarika Renee Dorsey. A modal message box is displayed at the top center with the text "Assessment document is required." and a "Close" button. Below the message, the student's information is visible, including ID 1022003, Name Aarika Renee Dorsey, Period Adult Learner FY 2023, Type Renewal, and Status Started. The "Assessments" tab is selected, showing a table of assessment results.

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
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

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

The screenshot shows the same dashboard as before, but with a "Please Confirm" modal message box. The message asks "Are you sure you want to perform the action Submit?" and has "Yes" and "No" buttons. The "Yes" button is circled in red. The assessment table below shows that the status for Mathematics has changed from "Correction Needed" to "Approved".

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

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
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

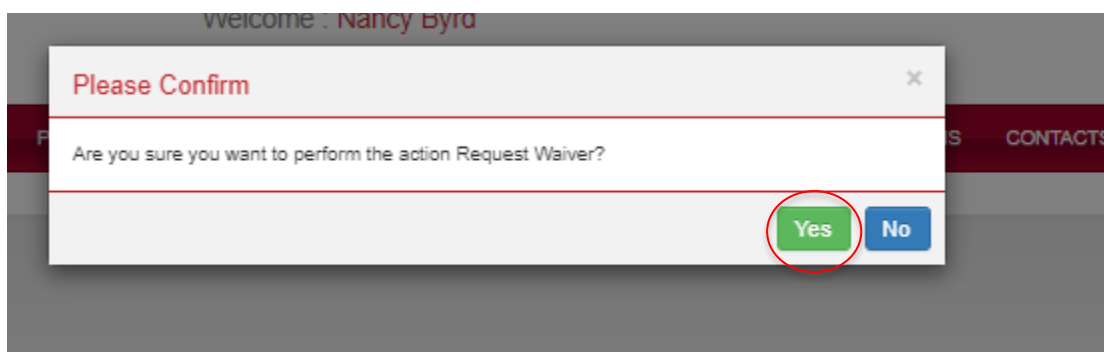
7.2 Assessment Waiver Request

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

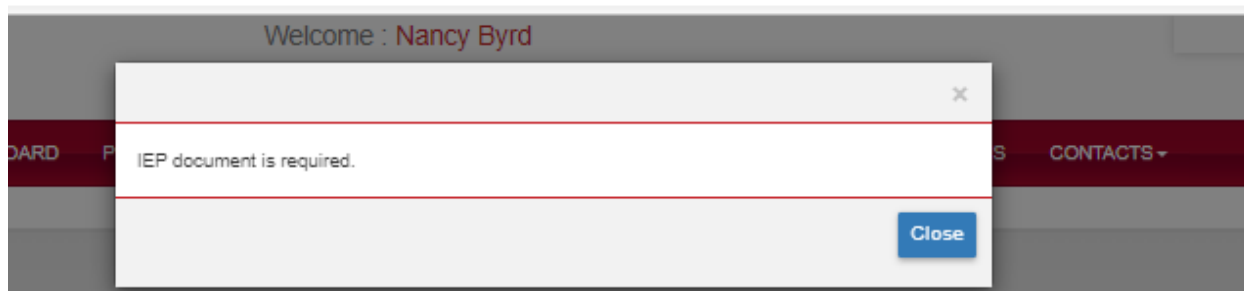
Click *Request Waiver* button.

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	⊗
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	⊗

A confirmation message will appear. Click *Yes*.



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



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	⊗

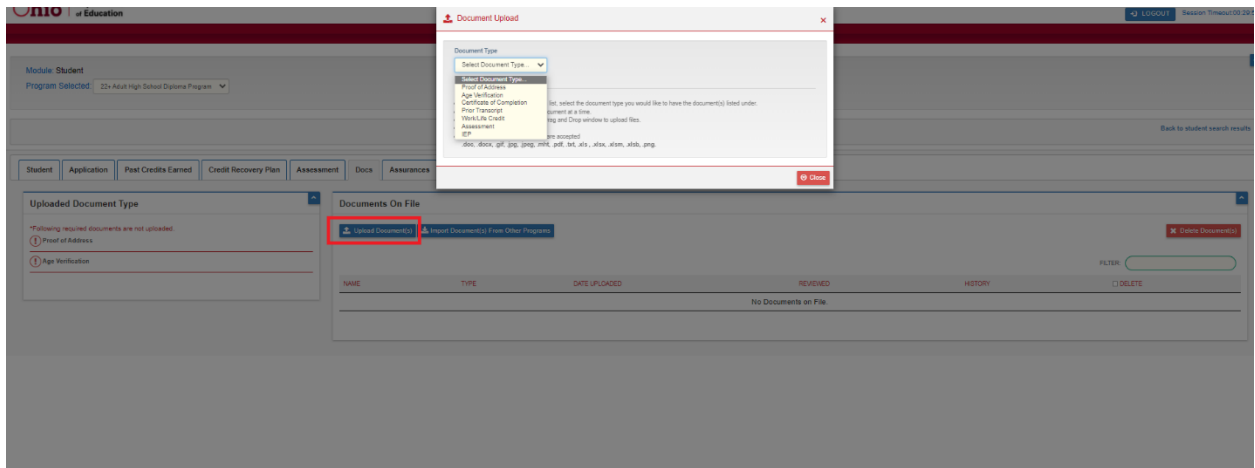
Once the waiver request has been reviewed and approved, the status will change to *Approved*.

Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Approved	No Action Available
Social Studies			-Edit to select-		MANUALLY ENTERED	Approved	No Action Available
Science			-Edit to select-		MANUALLY ENTERED	Correction Needed	<input type="button" value="Submit"/> <input type="button" value="Request Review"/>

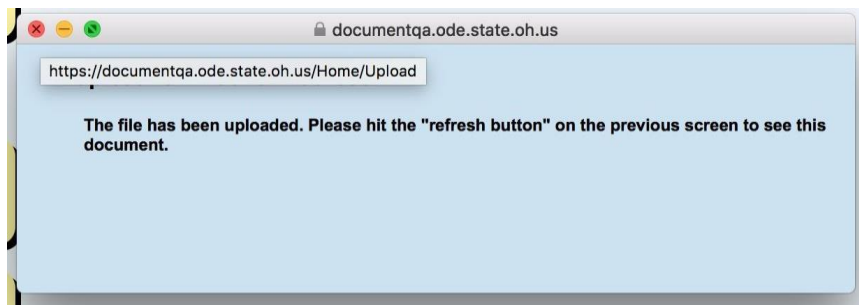
8.0 Documents Tab

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.



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

- Proof of Address 1
- Age Verification 0

Documents On File

Upload Document(s) Import Document(s) From Other Programs Delete Document(s)

Returned 2 results.

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
txt.txt	Age Verification	03/01/2022	No		<input type="checkbox"/>
excel.xlsx	Proof of Address	03/01/2022	No		<input type="checkbox"/>

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.

Student Application Past Credits Earned Credit Recovery Plan Assessment Docs Assurances Status / Flags Comments / History

Assurances

Ohio Department of Education Assurances

Provider status and funding for the 22+ Adult High School Program are contingent upon complying with the following assurances.

- 1 Provider will not begin coursework or assessments until an application reaches awarded status.
- 2 Provider will only submit evidence of credits and assessments earned while a participant was enrolled and participating in the 22+ Adult High School Program.
- 3 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.
- 4 Provider will incur costs at their own expense when participants are enrolled and served beyond what the allocation supports in a fiscal year.
- 5 Providers will give career counseling to all participants.

By signing this document, I am confirming that I have authority to act on behalf 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 High School Program.

Authorized User

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

Assurances

Ohio Department of Education Assurances

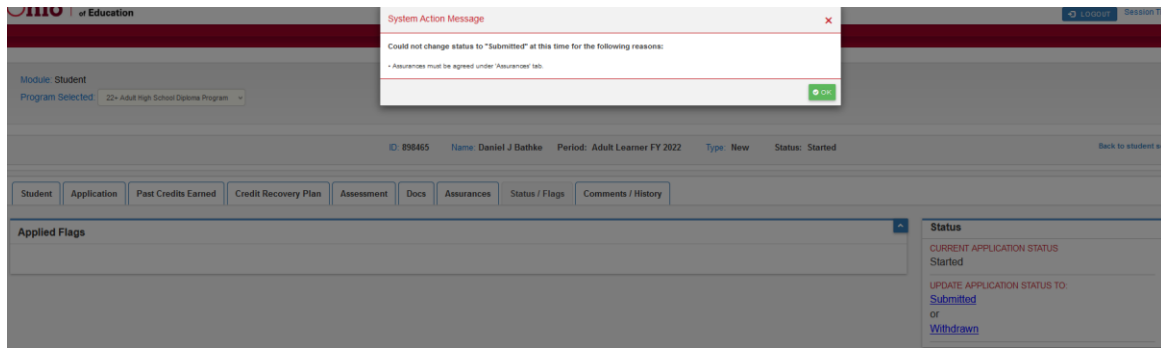
Provider status and funding for the 22+ Adult High School Program are contingent upon complying with the following assurances.

- 1 Provider will not begin coursework or assessments until an application reaches awarded status.
- 2 Provider will only submit evidence of credits and assessments earned while a participant was enrolled and participating in the 22+ Adult High School Program.
- 3 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.
- 4 Provider will incur costs at their own expense when participants are enrolled and served beyond what the allocation supports in a fiscal year.
- 5 Providers will give career counseling to all participants.

By signing this document, I am confirming that I have authority to act on behalf 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 High School Program.

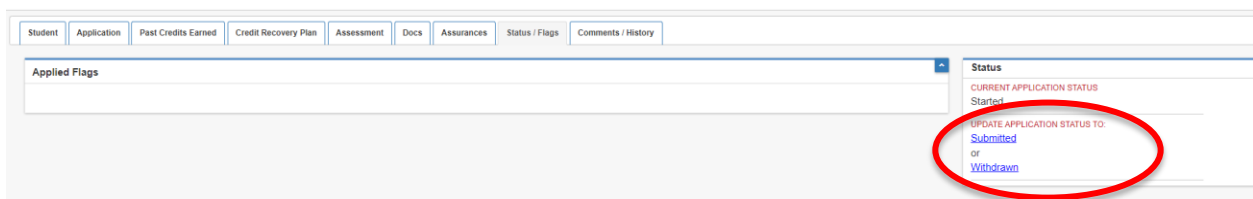
User will see the below validation message if they haven’t agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.

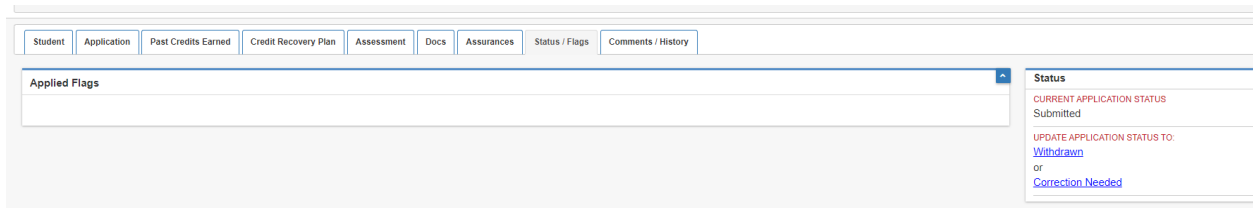


10.0 Status/Flags Tab

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

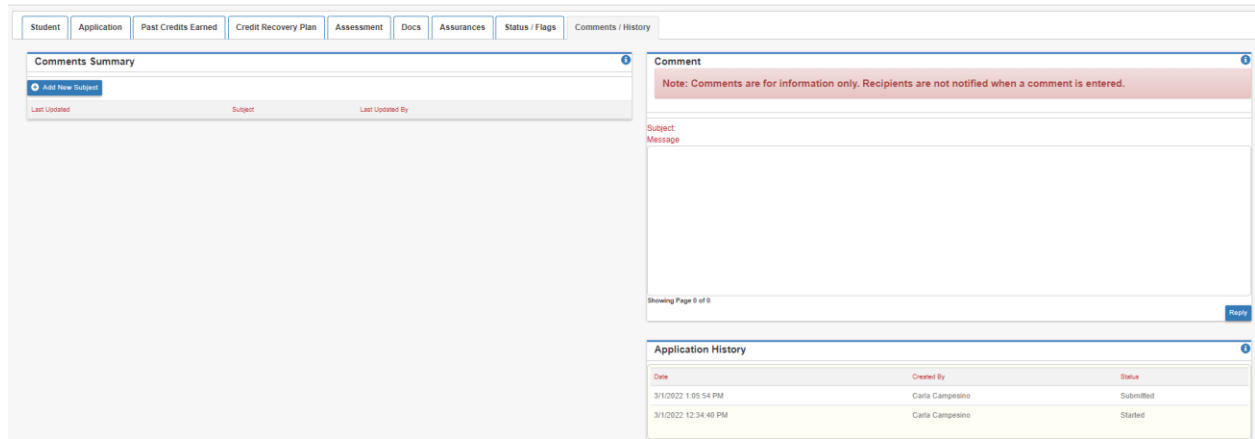


10.2 Once the participant application is submitted, the status will change to *Submitted*.



11.0 Comments/History Tab

Use the Comments section to make 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.



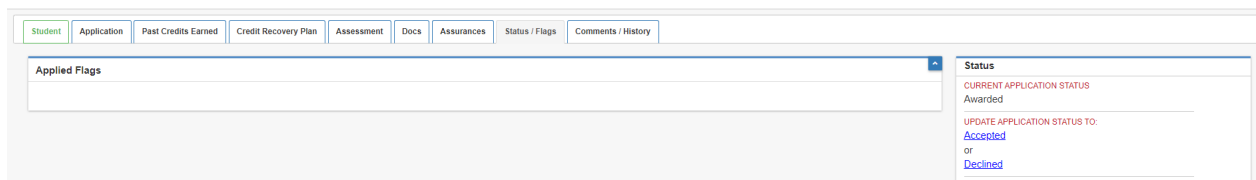
12.0 Student Application Review Process

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.



13.0 Searching Existing Student Applications

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

Dashboard Provider Student Finance Compliance User Manuals and Forms Contacts

Search Student Application

Program Information

Module: Student

Program Selected: 22

046326 - Clermont North

New Student Application

Renew Student Application

Task Management

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.

ADVANCED STUDENT SEARCH PAGE

BASIC SEARCH SSID SEARCH ASSESSMENT SEARCH

APPLICATION ID:

STUDENT ID:

SSID:

FIRST NAME:

LAST NAME:

DOB:

DATE SUBMITTED:

HAS FATAL FLAG(S):

APPLICATION PERIOD:

APPLICATION TYPE:

CURRENT GRADE LEVEL:

PROVIDER NAME:

PROVIDER IRN: SHOW ONLY MY STUDENTS

DISTRICT NAME:

DISTRICT IRN:

SORT ORDER:

APPLICATION STATUS:

- Accepted
- Awarded
- Correction Needed
- Declined
- Eligible
- Not Eligible
- Requirements Passed
- Resubmitted
- Review Completed
- Started
- Submitted
- Terminated

Basic Search - 36 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
, A	**	410397	Adult Learner FY 2018	221273	046326	Clermont Northeastern Local	046326	Clermont Northeastern Local	Requirements Passed	1/26/2018	New	
Kirby, Jerry Dean	**	410457	Adult Learner FY 2018	221319	046326	Clermont Northeastern Local	046359	West Clermont Local	Started		New	
, James	**	410597	Adult Learner FY 2018	221459	046326	Clermont Northeastern Local	046326	Clermont Northeastern Local	Requirements Passed	1/26/2018	New	
, M	**	410599	Adult Learner FY 2018	221461	046326	Clermont Northeastern Local	045500	Milford Exempted Village	Requirements Passed	3/20/2018	New	
, Nicole	**	410595	Adult Learner FY 2018	221457	046326	Clermont Northeastern Local	046342	Goshen Local	Started		New	

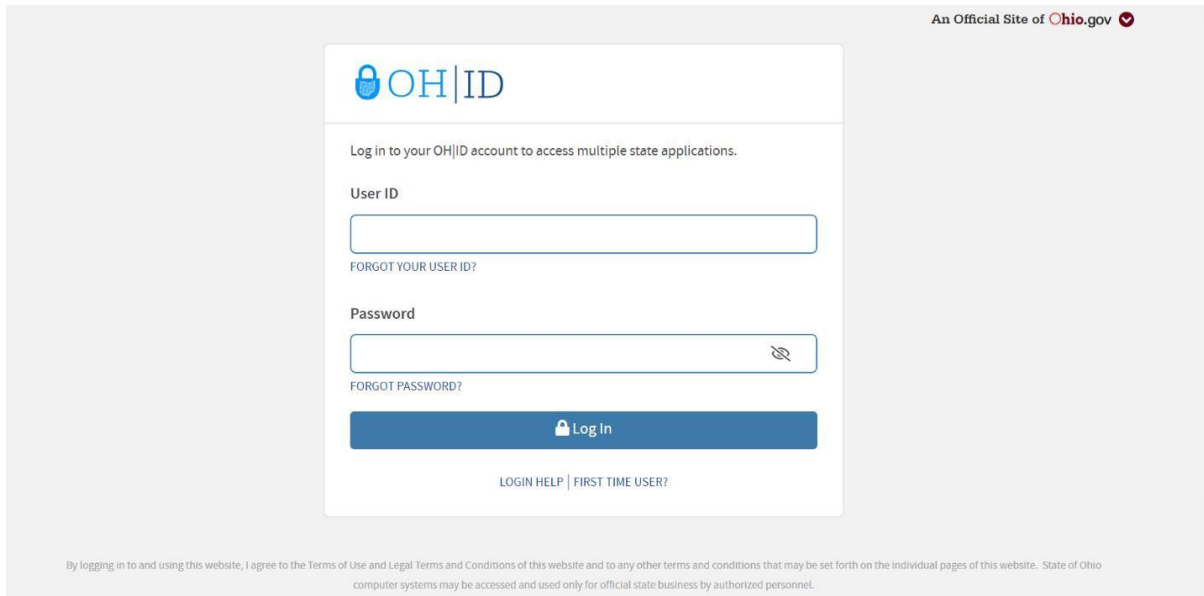
The existing Student Information page provides the general information initially entered for the participant. To edit the participant's information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired 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

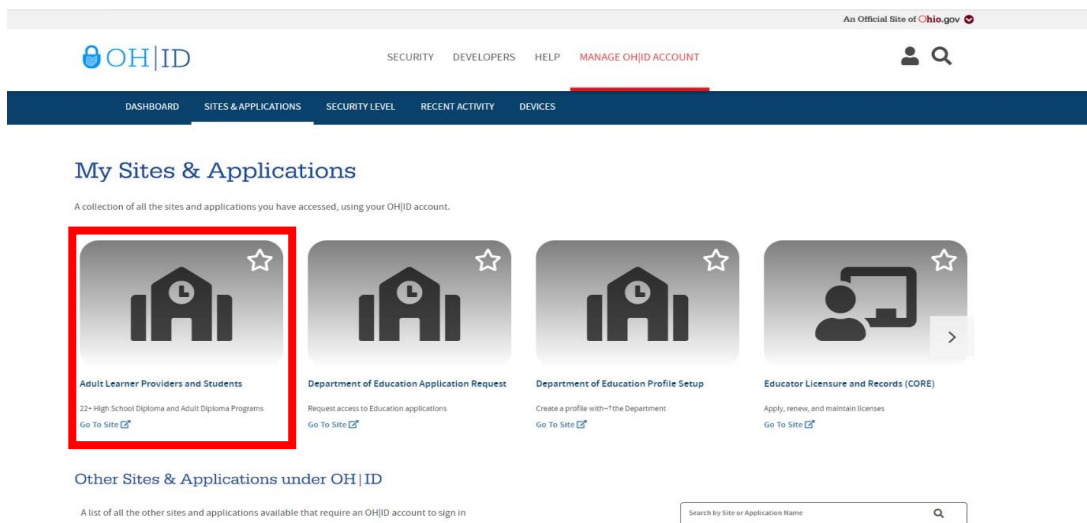
1.0 Completing the Student Application

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.

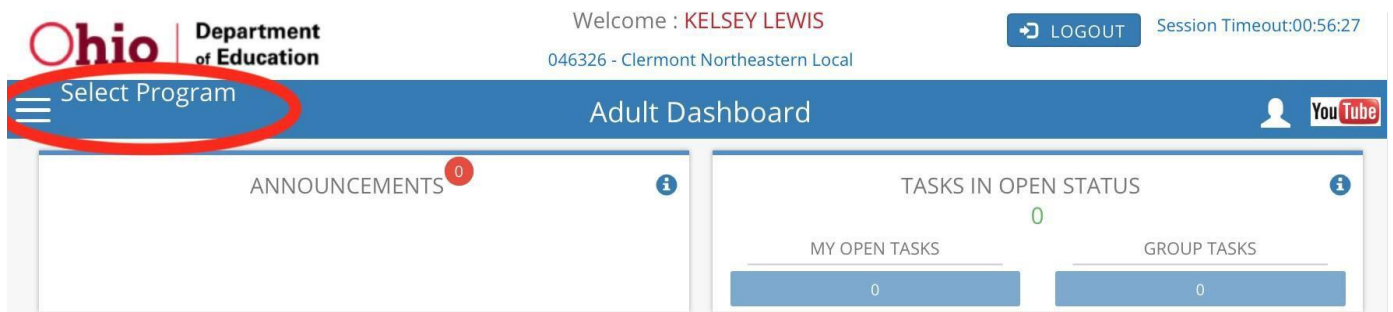
1.1 Sign in to OH|ID Portal. (<https://safe.ode.state.oh.us/portal/>)



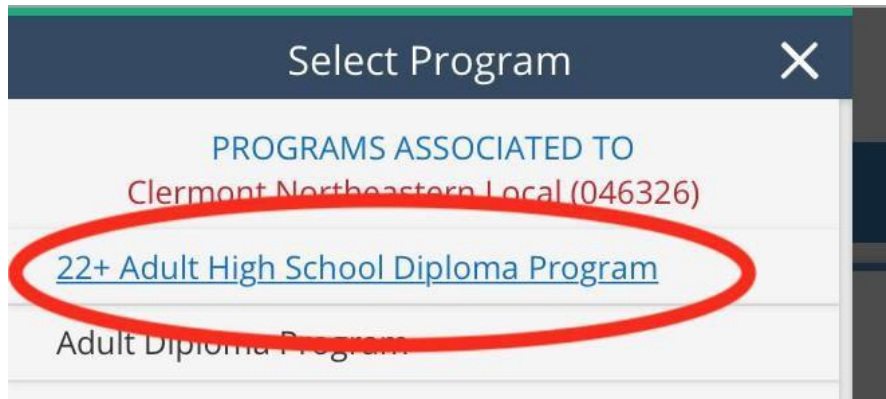
1.2 Click the Adult Learner Application tile



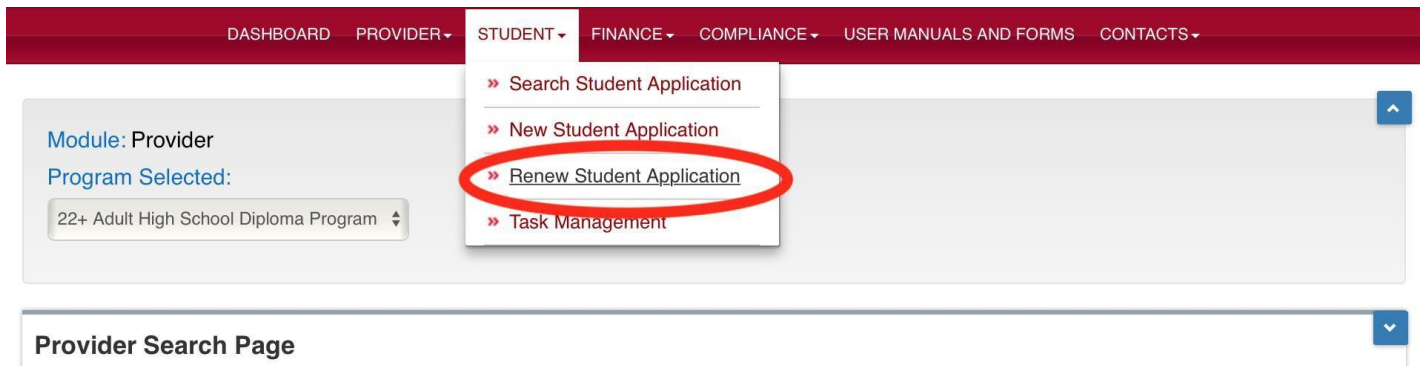
1.3 The Dashboard will appear. Click *Select Program* in the top left.



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

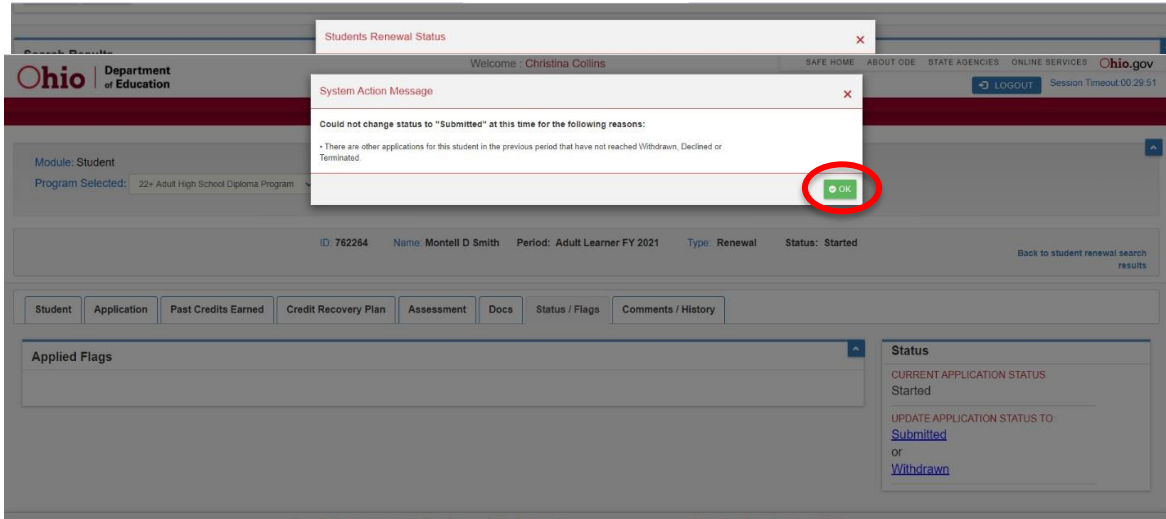


1.5 Hover over the Student Tab located in the top left of the page. Select *Renew Student Application*.



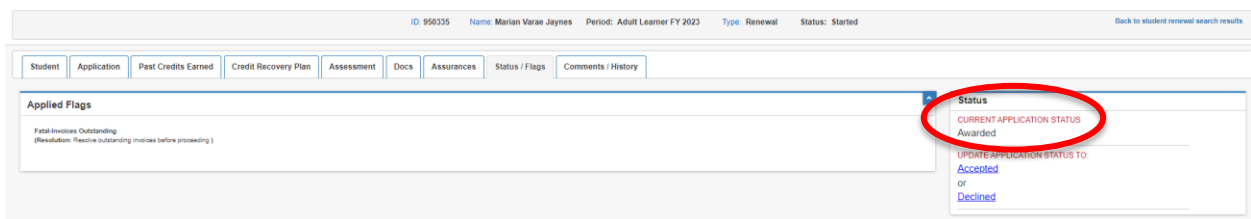
2.0 Student Search for Creating a Renewal Application

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

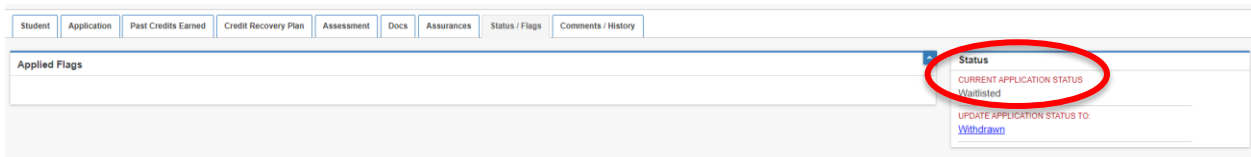


2.2 Auto Approval: A dialogue box will appear, click OK.

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.



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



3.0 Credit Recovery Plan

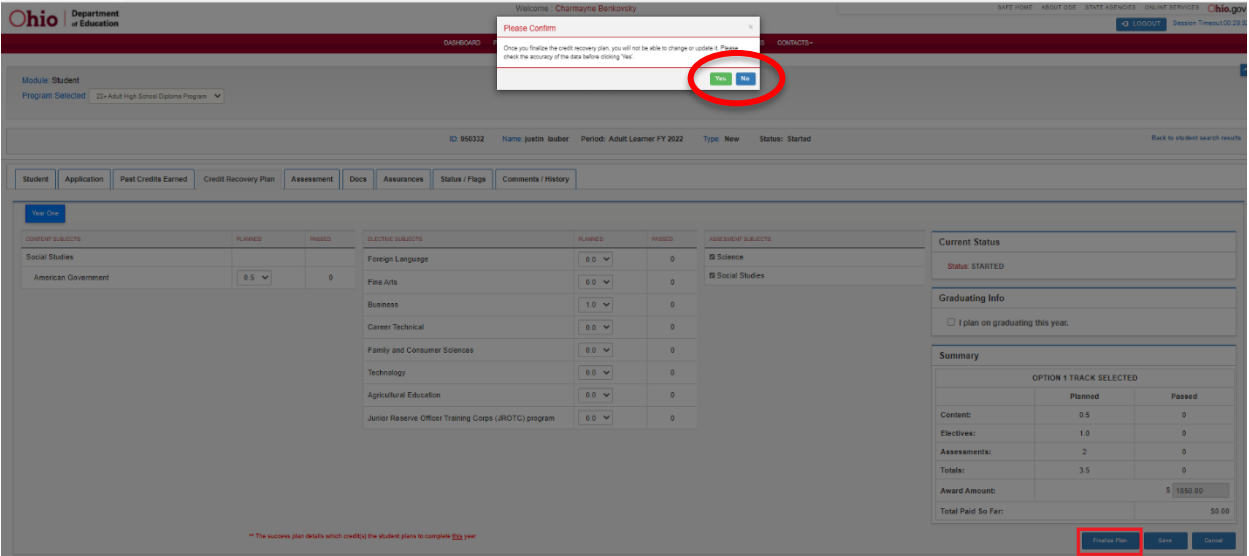
3.1 The system automatically creates an individualized Credit Recovery Plan for renewal participants based on the content and elective courses and assessments the participant is required to pass in order to meet the minimum graduation requirements.

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.

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 *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*.






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 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 




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	10th Grade	08/03/2022	ACT		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 

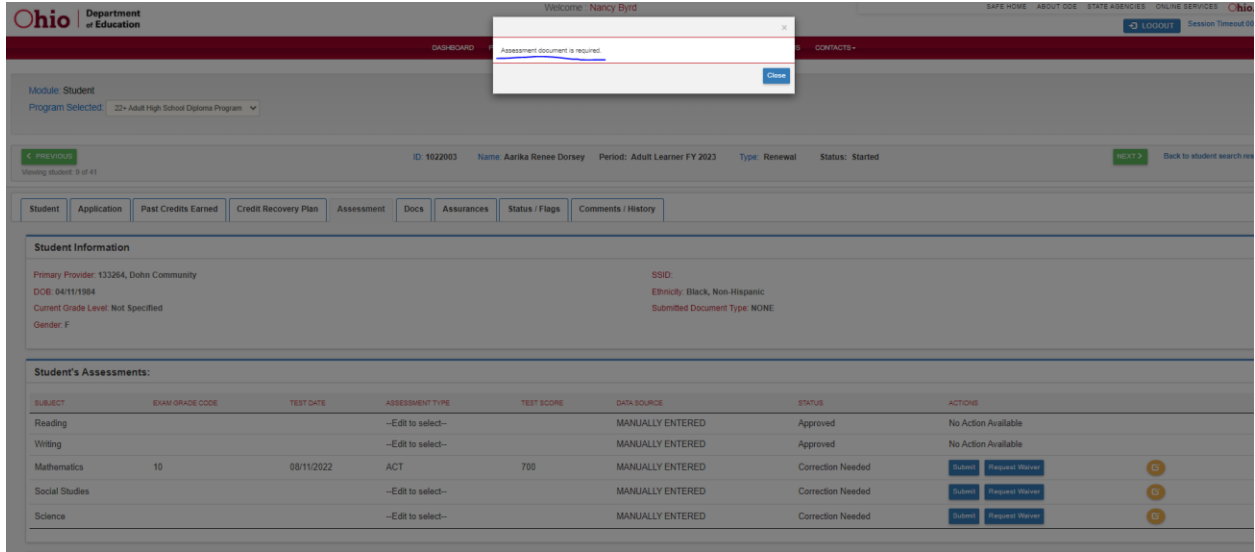
Enter the test date and the passing score. Click the Save icon.

Mathematics	10th Grade	08/03/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver 

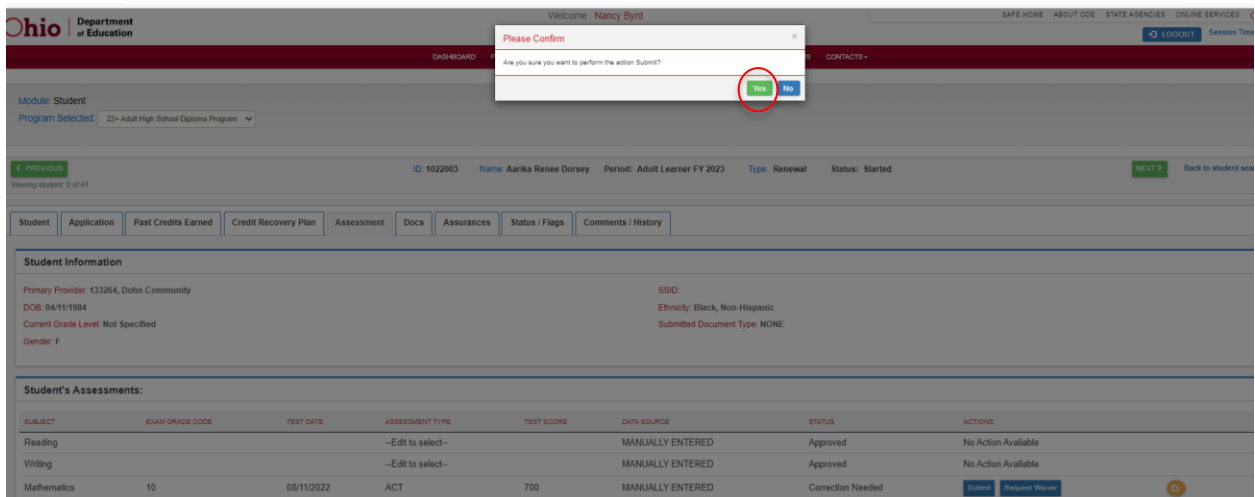
Click the *Submit* button.

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

An assessment document is required to *Submit*.



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



The status for the assessment will change to *Approved*.

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
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
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

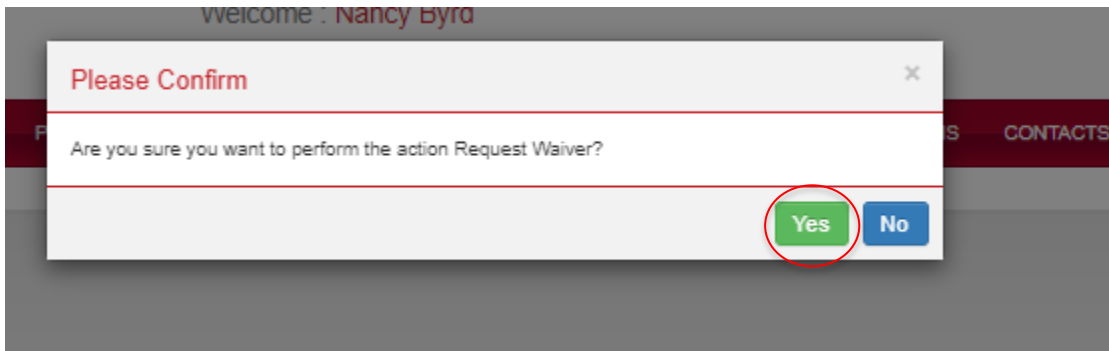
4.2 Assessment Waiver Request

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

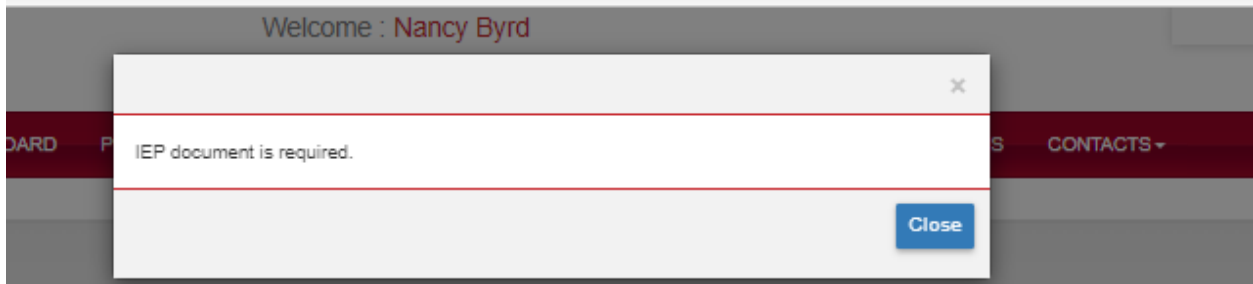
Click *Request Waiver* button.

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**.



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



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	6

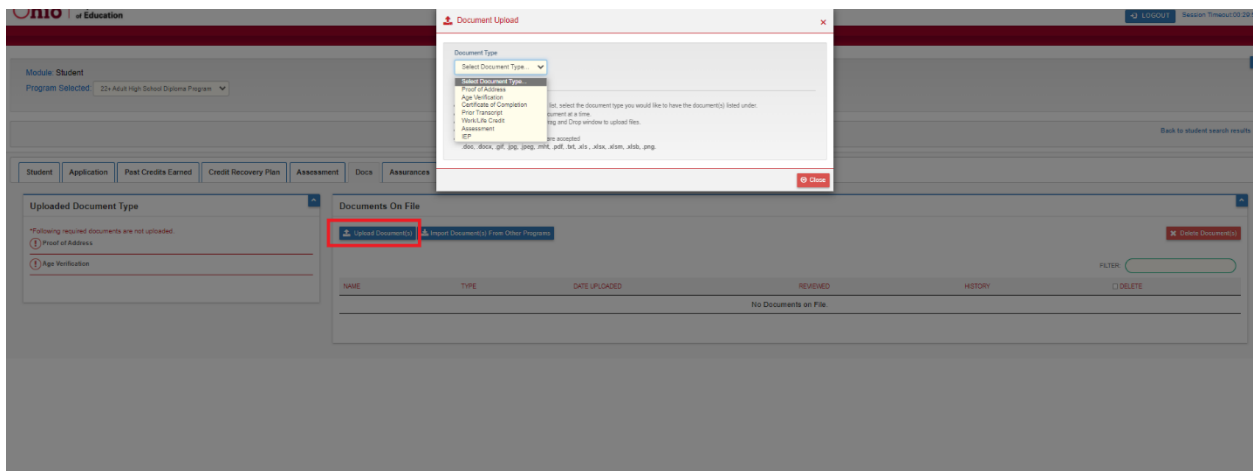
Once the waiver request has been reviewed and approved, the status will change to *Approved*.

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

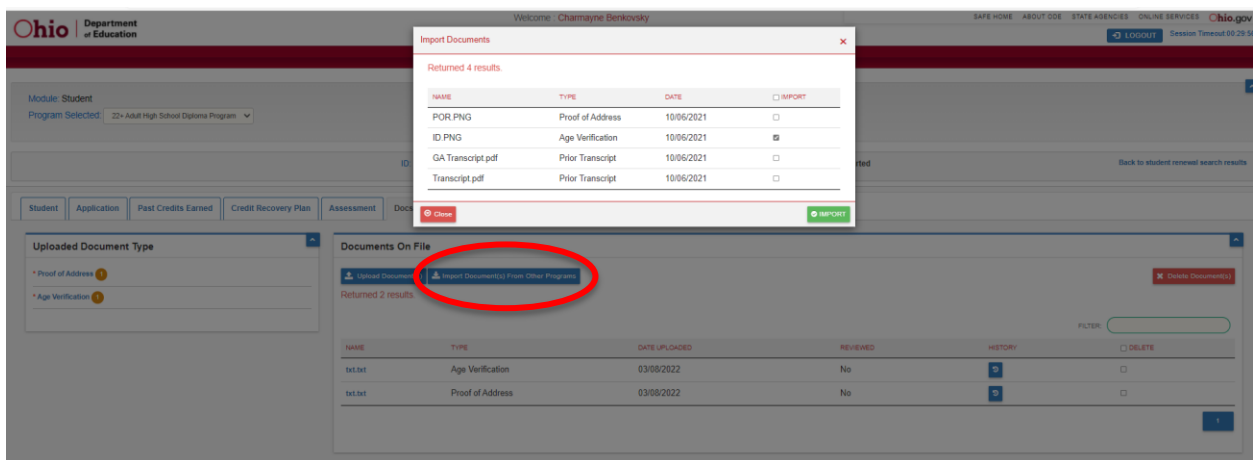
5.0 Documents Tab

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.



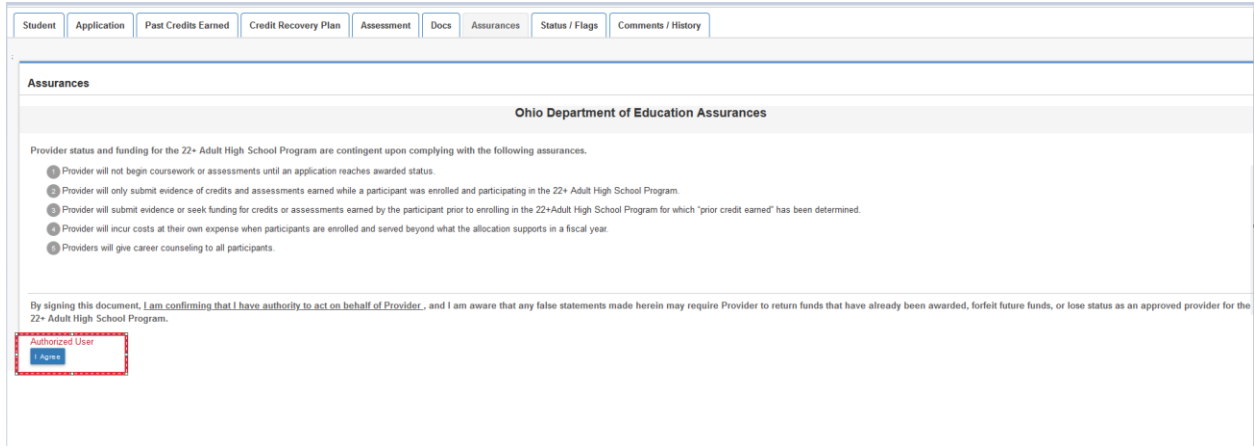
Alternatively, documents may be imported from previous applications by selecting *Import Documents from Other Programs*.



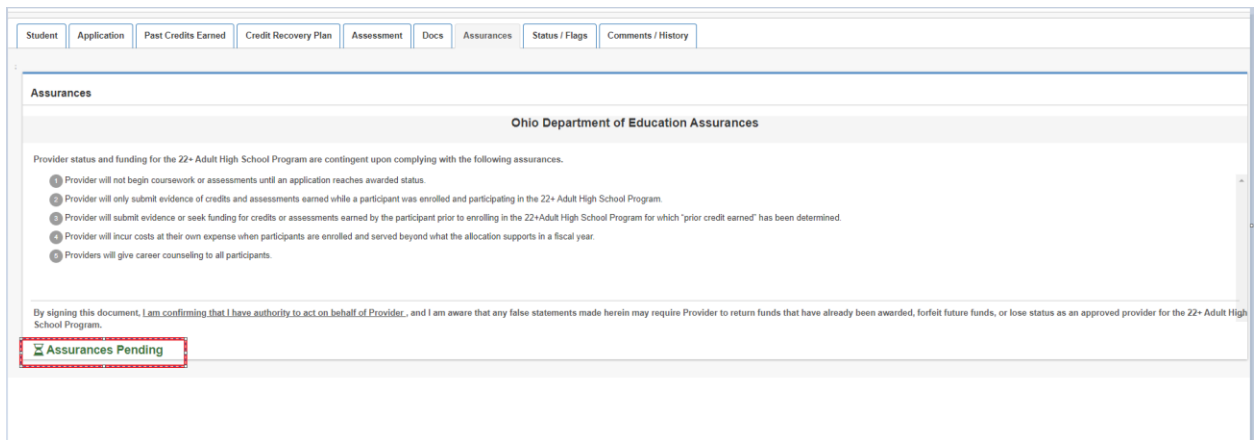
5.2 Once the file is uploaded, refresh the page by hitting the *Refresh* button on the bottom right side of the page. The uploaded document(s) should appear.

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.

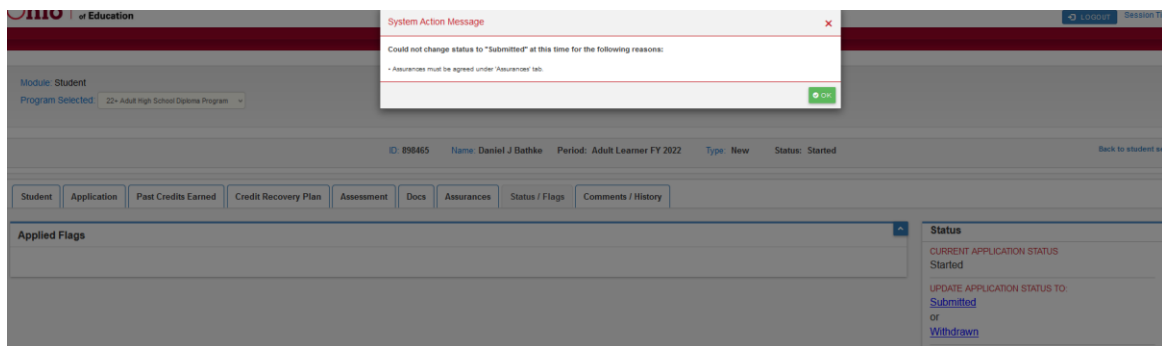


Until the nominator agrees to the assurances, all other users (admin.) will see the “Assurance pending” status.



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.



7.0 Status/Flags Tab

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

The screenshot shows the 'Status / Flags' tab in a web application. The 'Applied Flags' section is empty. The 'Status' dropdown menu is open, showing the current status as 'Started'. Below it, the options 'Submitted' and 'Withdrawn' are circled in red. The text 'UPDATE APPLICATION STATUS TO:' is visible above the options.

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

The screenshot shows the 'Status / Flags' tab in a web application. The 'Applied Flags' section is empty. The 'Status' dropdown menu is open, showing the current status as 'Submitted'. Below it, the options 'Withdrawn' and 'Correction Needed' are visible. The text 'UPDATE APPLICATION STATUS TO:' is visible above the options.

8.0 Comments/History Tab

Use the Comments section to make 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.

The screenshot shows the 'Comments / History' tab in a web application. The 'Comments Summary' section has an 'Add New Subject' button and a table with columns 'Last Updated', 'Subject', and 'Last Updated By'. The 'Comment' section has a note: 'Note: Comments are for information only. Recipients are not notified when a comment is entered.' Below this is a 'Subject: Message' field. The 'Application History' section has a table with columns 'Date', 'Created By', and 'Status'.

Date	Created By	Status
3/1/2022 1:05:54 PM	Carla Campesino	Submitted
3/1/2022 12:34:40 PM	Carla Campesino	Started

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.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Status / Flags' tab is active. Below the navigation bar, there is a section titled 'Applied Flags' with a dropdown arrow. To the right, a 'Status' panel displays 'CURRENT APPLICATION STATUS' as 'Awarded'. Below this, it says 'UPDATE APPLICATION STATUS TO:' followed by two options: 'Accepted' and 'Declined', both in blue text.

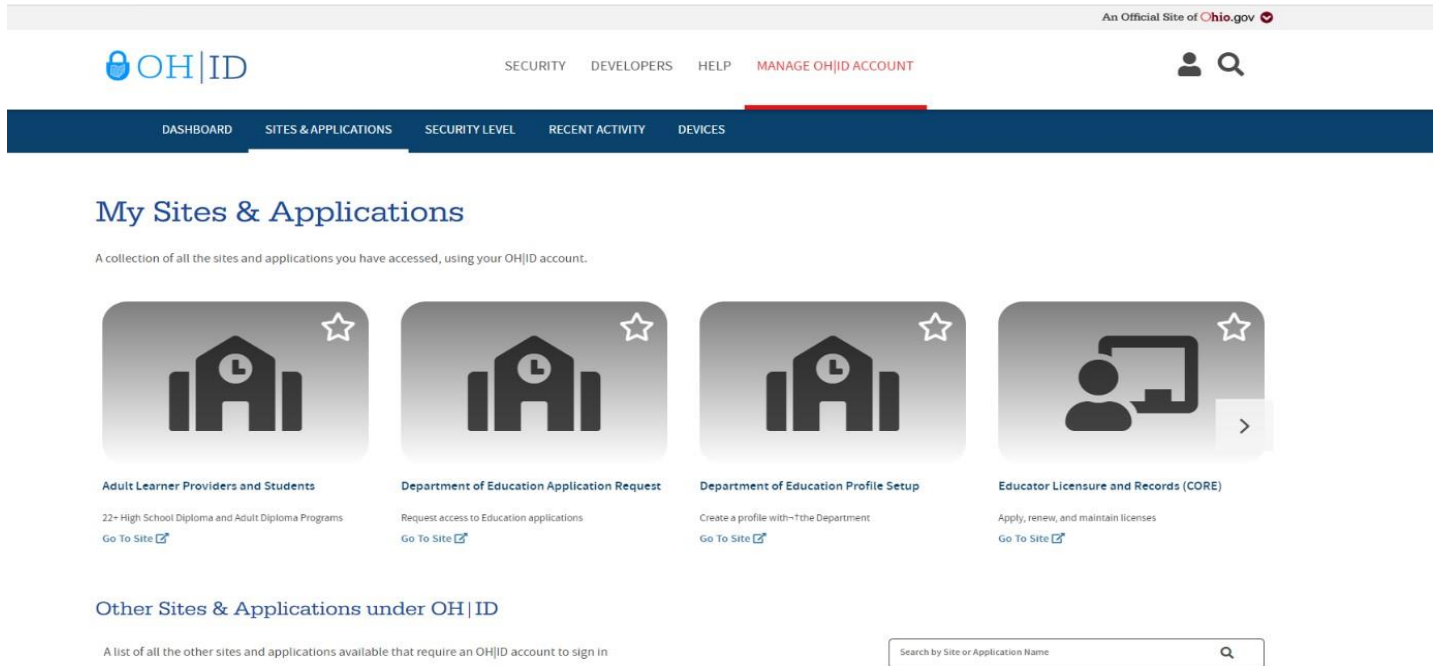
10.0 Searching Existing Student Applications

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

The screenshot shows the Ohio.gov Department of Education website navigation menu. The 'Student' menu is expanded, showing options: 'Search Student Application' (highlighted with a red arrow), 'New Student Application', 'Renew Student Application', and 'Task Management'. Below the menu, there is a 'Program Information' section with 'Module: Student' and 'Program Selected: 22'. The '046326 - Clermont North' program is also visible.

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.



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-course assessments 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 9th 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.

The screenshot shows a web application interface for managing provider applications. At the top, there are navigation buttons: '< Previous' (with 'Provider 10 of 40' below it), 'Next >', and 'Back to Search'. The main header displays 'Period: Adult Learner FY2021', 'Type: Renewal Applications', and 'Status: Approved'. Below the header is a tabbed interface with 'Status / Flags' selected. The 'Status / Flags' tab is divided into three sections: 'Available Flags' (listing 'Fatal-Not Renewing', 'Fatal-Payment on Hold', and 'Fatal-Renewal on Hold'), 'Applied flags you may remove' (with an 'Add Flag' button and a 'Remove Flag' button), and 'Applied flags you may not remove' (which is currently empty). To the right of the flags is a 'Provider Bucket Details' section showing 'Provider Bucket Amount' as \$81,632.00, 'Total Provider Awarded Amount' as \$78,099.74, and 'Total Left to Award' as \$3,532.26. Below this is a 'Status' section showing 'Current Application Status' as 'Approved' and options to '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.

The screenshot shows a student profile page with several tabs: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Student' tab is highlighted with a red circle. Below the tabs is the 'Student Information' section, which includes fields for First Name, Date of Birth, Ethnicity, Birth Place City, Phone Number, Middle Name, Mother's Maiden Last Name, Native Language, Birth Place State, Phone Number Type, Last Name, Suffix, Gender, and Last 4 Digits of SSN#. The email address 'Refresh@Fakemail.com' is circled in red. To the right is the 'SSID STATUS' section, which shows 'Current SSID Status' as 'Pending SSID Verification' and 'Update SSID Status To' as 'No Action Available'.

Submitting Invoices for Payment

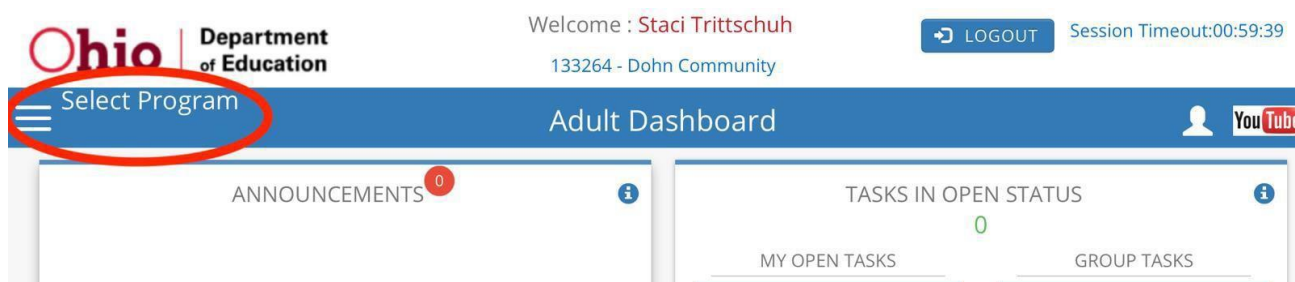
1. Sign in to OH|ID portal. (<https://safe.ode.state.oh.us/portal/>)

The screenshot shows the OH|ID login page. At the top right, it says 'An Official Site of Ohio.gov'. The main content area has the OH|ID logo and the text 'Log in to your OH|ID account to access multiple state applications.' Below this are two input fields: 'User ID' and 'Password'. There are links for 'FORGOT YOUR USER ID?' and 'FORGOT PASSWORD?'. A blue 'Log In' button is at the bottom, with links for 'LOGIN HELP' and 'FIRST TIME USER?' below it. At the very bottom, there is a small disclaimer: '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 forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.'

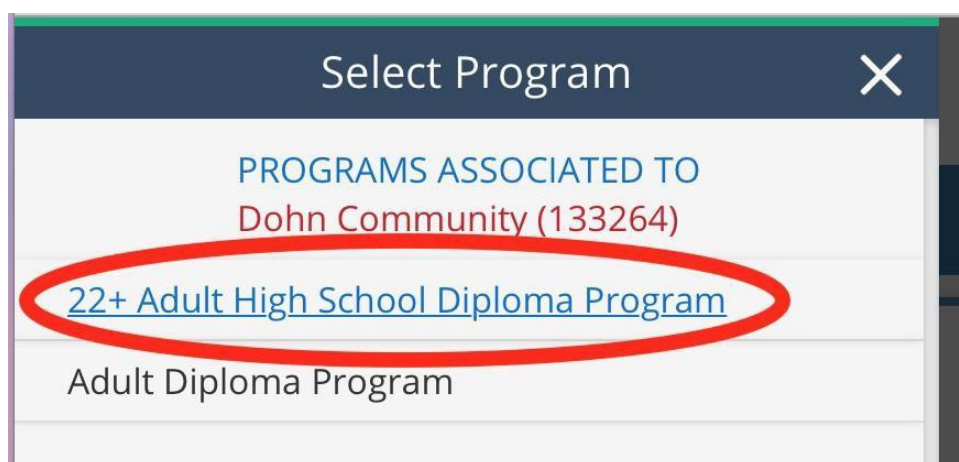
2. Click the Adult Learner Application tile.

The screenshot shows the OH|ID dashboard. At the top, there is a navigation bar with 'OH|ID' logo, 'SECURITY', 'DEVELOPERS', 'HELP', and 'MANAGE OH|ID ACCOUNT'. Below this is a dark blue bar with 'DASHBOARD', 'SITES & APPLICATIONS', 'SECURITY LEVEL', 'RECENT ACTIVITY', and 'DEVICES'. The main content area is titled 'My Sites & Applications' and contains a collection of tiles. The first tile, 'Adult Learner Providers and Students', is highlighted with a red box. It includes a house icon with a clock and a star, and the text '23+ High School Diploma and Adult Diploma Programs' and 'Go To Site'. Other tiles include 'Department of Education Application Request', 'Department of Education Profile Setup', and 'Educator Licensure and Records (CORE)'. At the bottom, there is a section for 'Other Sites & Applications under OH|ID' with a search bar.

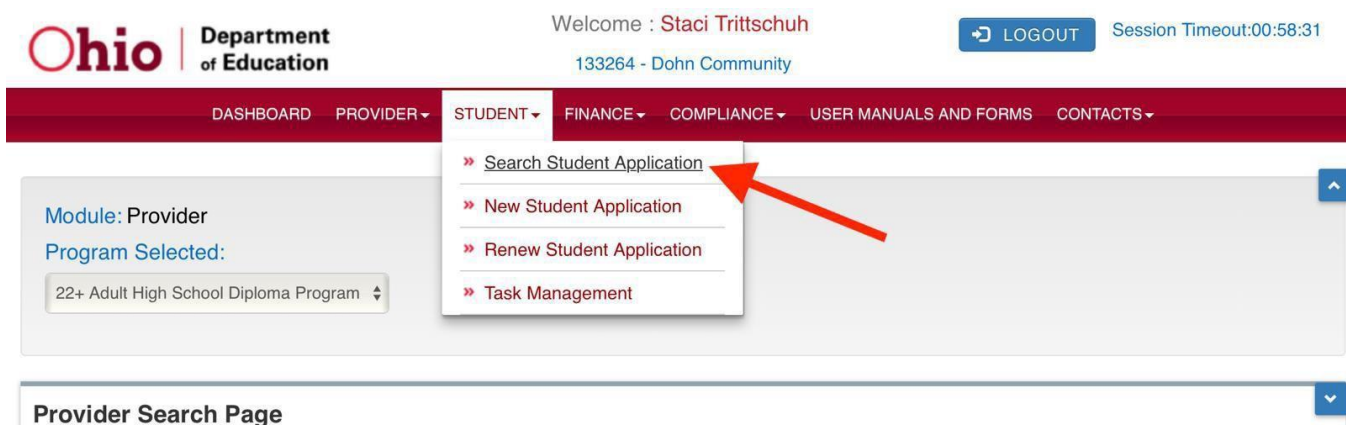
3. The Dashboard will appear. Click *Select Program* in the top left.



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*.



6. There are multiple ways to locate a participant's application to create an invoice. Make sure Application Period is accurate.

- On the Student Search Page, type the participant's first and last name. Click *Search*.
- On the Student Search Page, enter the *Application ID* or *Student ID*. Click *Search*.
- 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 STUDENT SEARCH PAGE

BASIC SEARCH | **SSID SEARCH** | **ASSESSMENT SEARCH**

APPLICATION ID:

STUDENT ID:

SSID:

FIRST NAME:

LAST NAME:

DOB:

DATE SUBMITTED:

HAS FATAL FLAG(S):

APPLICATION PERIOD:

APPLICATION TYPE:

CURRENT GRADE LEVEL:

PROVIDER NAME:

PROVIDER IRN: SHOW ONLY MY STUDENTS

DISTRICT NAME:

DISTRICT IRN:

SORT ORDER:

APPLICATION STATUS:

- Accepted
- Awarded
- Correction Needed
- Declined
- Eligible
- Not Eligible
- Requirements Passed
- Resubmitted
- Review Completed
- Started
- Submitted

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 ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	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	<input type="button" value="Details"/>

8. Click on *View Finance Details*.

ID: 899894 Name: Lazzio Marie Bauer Period: Adult Learner FY 2022 Type: Renewal Status: Accepted

Student | Application | Past Credits Earned | Credit Recovery Plan | Assessment | Docs | Assurances | Status / Flags | Comments / History

Student Information

First Name: Lazzio	Middle Name: Marie	Last Name: Bauer Suffix:
Date of Birth: 09/29/1995	Mother's Maiden Last Name: Barkhammer	Gender: Female
Ethnicity: White, Non-Hispanic	Native Language: English	Last 4 Digits of SSN#: 3991
Birth Place City: Akron	Birth Place State: Ohio	SSID:
Phone Number: 330-785-5643	Phone Number Type: Cell Phone Number	Email: Refresh@fakemail.com

Address

Student Home Physical Address	Student Home Mailing Address
Address Line1: 340 Edith Ave.	Address Line1: 340 Edith Ave.
Address Line2:	Address Line2:
City: Akron	City: Akron
State: Ohio	State: Ohio
Zip: 44312	Zip: 44312

SSID STATUS

Current SSID Status
Pending SSID Verification

Update SSID Status To
No Action Available

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

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

ID: 393176 Name: Anthony Howard Jones Period: Adult Learner FY Type: First Year Applications Status: Accepted View Student App

Viewing Student: 1 of 1

ATTENDANCE INVOICE ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

School Name	Provider IRN	Enrollment Start Date	Enrollment End Date	Total Hours	Detail
Dohn Community	133264	02/20/2018	06/30/2018	30	

Month/Year	Hours	Action
July 2017		
Aug 2017		
Sept 2017		
Oct 2017		
Nov 2017		
Dec 2017		
Jan 2018		
Feb 2018	10	
March 2018	10	
April 2018	10	
May 2018	<input type="text"/>	
June 2018	<input type="text"/>	
Total for Year	30	

COMMENTS:

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 INVOICE ACCOUNT SUMMARY PAYMENT **FINANCE DOCS** FINANCE COMMENTS

DOCUMENTS:

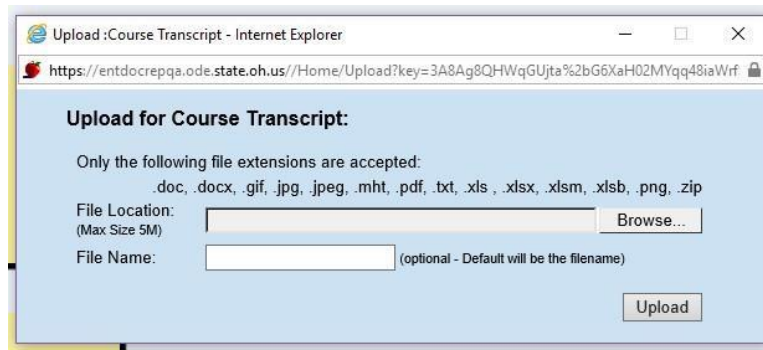
[Course Transcript](#)

DOCUMENTS ON FILE:

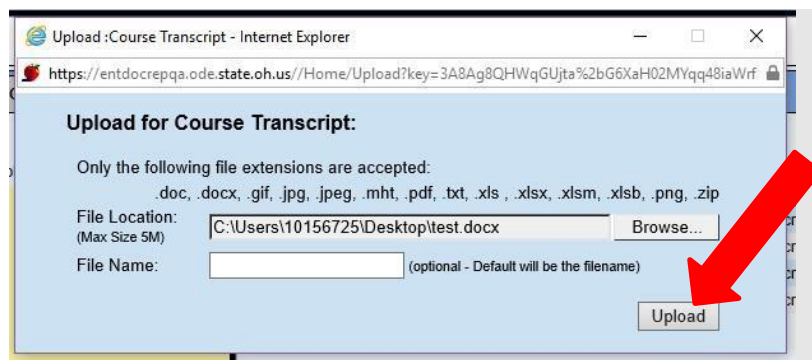
NAME	TYPE	DATE	REQUIRED	REVIEW	V	D
Preyor, Lamar 4-27-18.pdf	Course Transcript	4/27/2018 1:29:43 PM	Y	<input type="checkbox"/>		
Preyor, Lamar 4-16-18.pdf	Course Transcript	4/16/2018 3:06:59 PM	Y	<input type="checkbox"/>		
Preyor, Lamar 4-2-18.pdf	Course Transcript	4/8/2018 11:44:09 AM	Y	<input type="checkbox"/>		
Preyor, Lamar 1-26-18.pdf	Course Transcript	3/7/2018 11:19:30 AM	Y	<input type="checkbox"/>		

(Select Refresh button after uploading to see the new document)

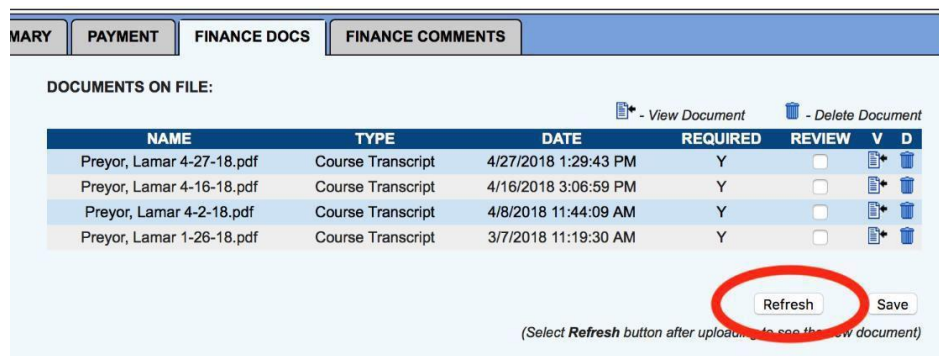
The following window will appear. Click *Browse* to locate your document. Click *Open*. (This may be different depending on the browser you are using.)



Once the file location populates, click *Upload*.



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



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

ID: 393176 Name: Anthony Howard Jones Period: Adult Learner FY [] Type: First Year Applications Status: Accepted View Student App

Viewing Student: 1 of 1

ATTENDANCE **INVOICE** ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

Invoice Information ?

Scholarship: 2/20/2018 - 6/30/2018 Total Allocated: \$5,000.00 Total Invoiced: \$3,214.26 Total Paid: (\$3,214.26) Total Remaining: \$1,785.74

4 invoice(s) returned. Total Requested: \$3,214.26, Total Approved: \$3,214.26

* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
846164	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	3/7/2018	\$1,428.56	\$1,428.56	\$1,428.56		
856884	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	4/8/2018	\$357.14	\$357.14	\$357.14		
861213	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	4/16/2018	\$714.28	\$714.28	\$714.28		
862354	Jones, Anthony Howard	393176	Adult Learner FY 2018	133264	Dohn Community	Invoice Accepted	FY 2018	4/27/2018	\$714.28	\$714.28	\$714.28		

Add New Invoice Print Invoice Summary Previous Page 1 of 1 Next

- The Invoice Window will open. Click *Add Course*.

Invoice

Invoice Number: 0 Provider: Dohn Community
Enrollment: 2/20/2018 - 6/30/2018 Student Name: Jones, Anthony Howard

Invoice ?

Course Type	Course Name	Start Date	End Date	Credits	Amount	Equipment
Add Course						

Comments ?

Amount to be paid by ODE for this Invoice **\$0.00**

NOTE: ** Total amount requested this Invoice is less than the total available amount

CLICK HERE TO VIEW DETAILS

Add Comment

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

Save Course

Course Type	Course Name	Start Date	End Date	Credits	Amount
-Select-	-Select-			0	0

Save Course Cancel

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

Save Course

Course Type	Course Name	Start Date	End Date	Credits	Amount
Elective Requirements	English Language Arts	02/23/2018	04/20/2018	1.0	714.28

Save Course Cancel

- 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).

Invoice

Invoice Number: 0
Enrollment: 2/20/2018 - 6/30/2018

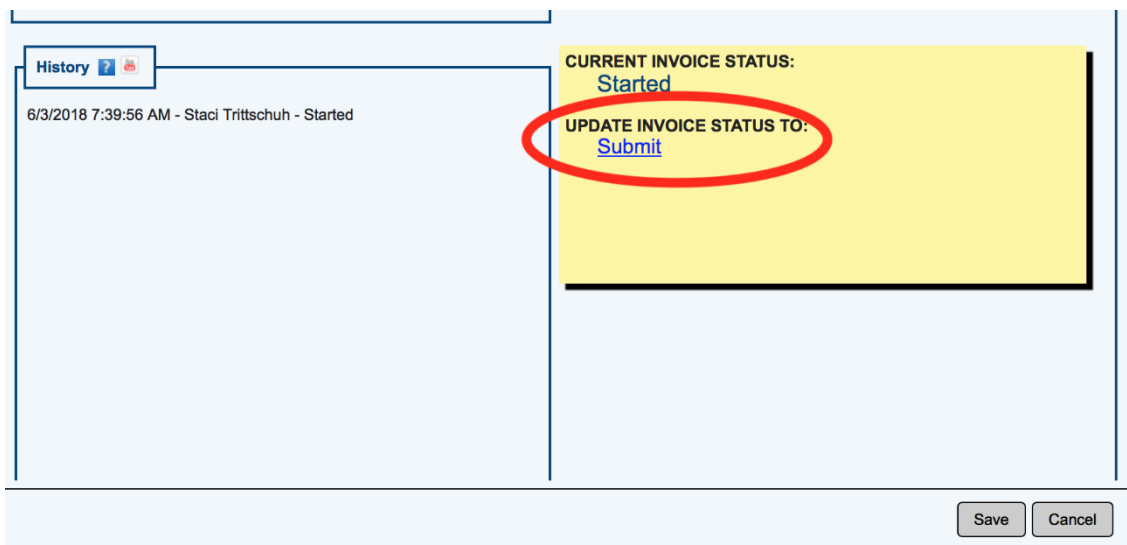
Provider: Dohn Community
Student Name: Jones, Anthony Howard

Course Type	Course 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		
Content Requirements	American Government	3/12/2018	5/2/2018	0.5	357.14		
Content Requirements	Other Social Studies	3/12/2018	5/2/2018	1.0	0.04		
Total amount requested in this Invoice:					\$1,785.74		

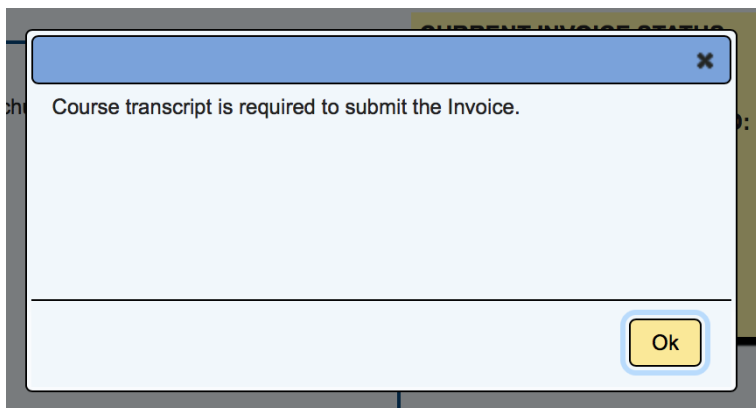
Amount to be paid by ODE for this Invoice: \$1,785.74

NOTE: ** Total amount requested this Invoice is less than the total available amount

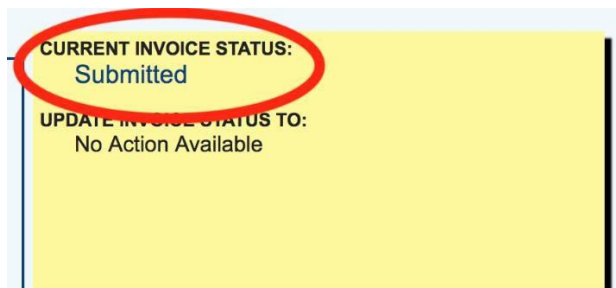
16. To Submit the invoice, you may need to scroll to the bottom of the invoice window.



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.



17. Clicking *Submit* changes the Invoice Status to Submitted.



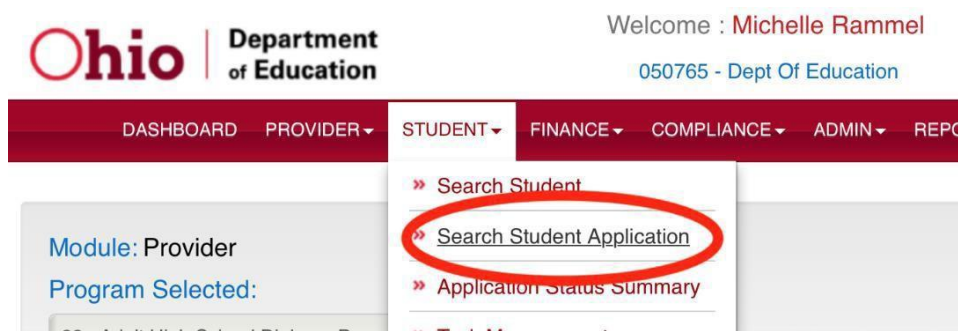
18. Participants receive an email informing them that an invoice was submitted for their approval. Please explain to participants that they are NOT receiving a bill; the action of accepting the invoice allows the Department of Education to pay for the coursework the participant completed.

Reviewing Existing Invoices

There are three ways to access an existing invoice:

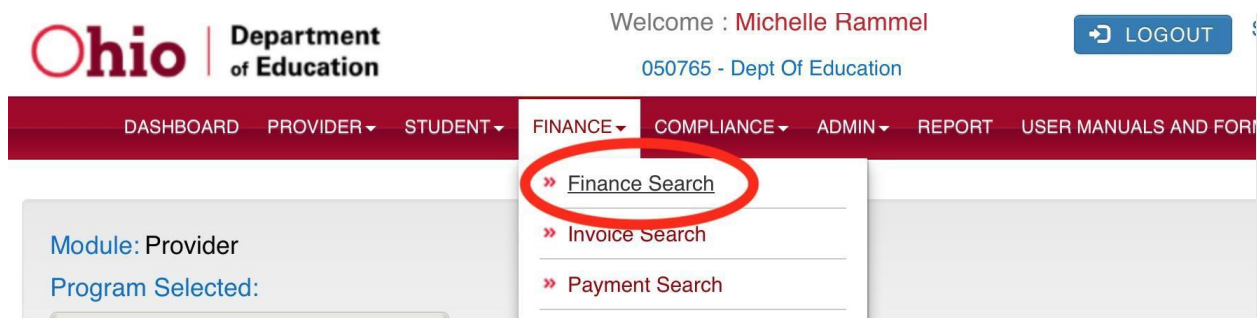
1. Search Student Application

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



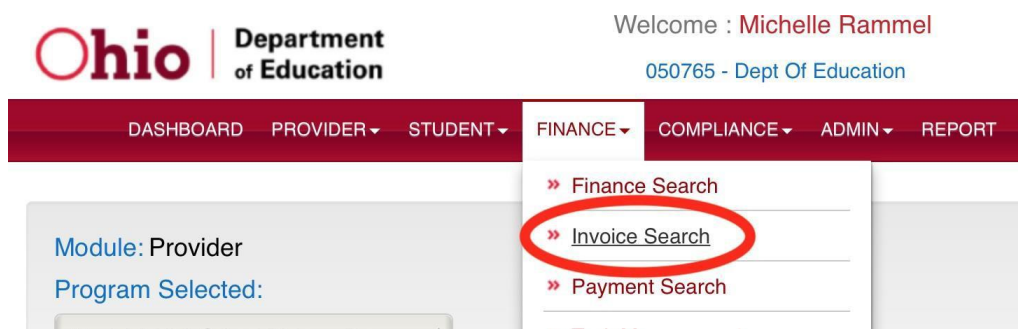
2. Finance Search

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



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.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Chen, Benjamin Marie	**	480738	Adult Learner FY [redacted]	169985	063297	Lorain Co Community College	043943	Elyria City Schools	Accepted	6/1/2018	Renewal	

Click on *View Finance Details*.

ID: 480738 Name: Benjamin Marie Chen Period: Adult Learner FY [redacted] Type: Renewal Status: Accepted **View Finance Details**

Viewing 2 of 7 Task: Accept /Reject invoice - Application ID: 480738, Invoice Number: 871106, Student Name: Benjamin Marie Chen

STUDENT	APPLICATION	PAST CREDITS EARNED	CREDIT RECOVERY PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
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Student Information CURRENT SSID STATUS: [redacted]

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 [redacted] Type: Renewal Application Status: Accepted

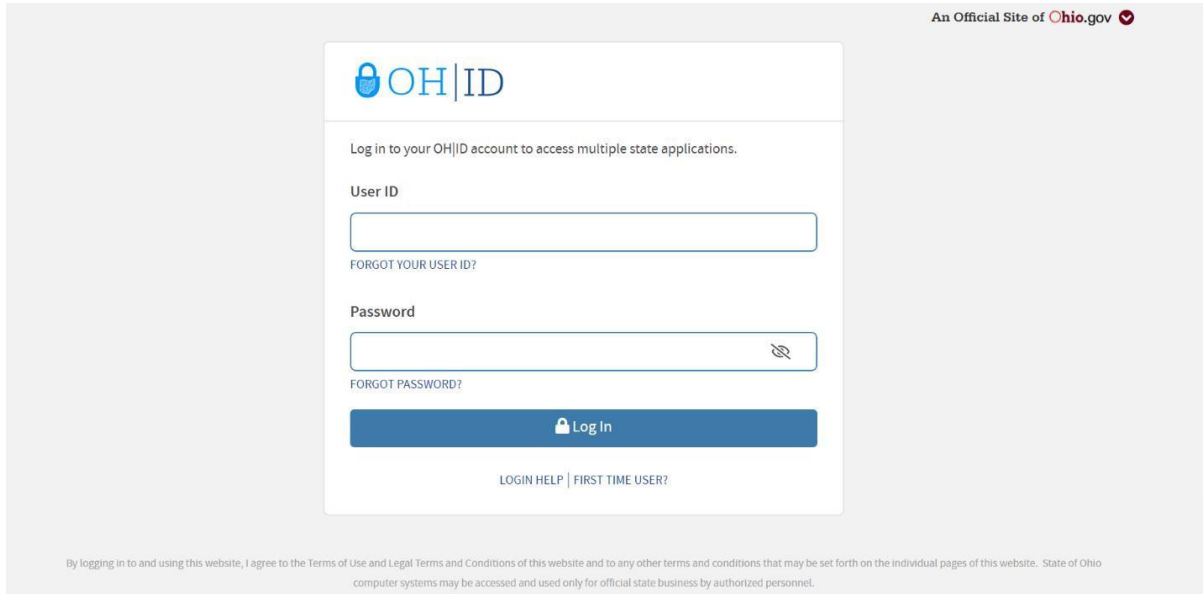
Viewing Student: 1 of 1

ATTENDANCE	INVOICE	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE COMMENTS
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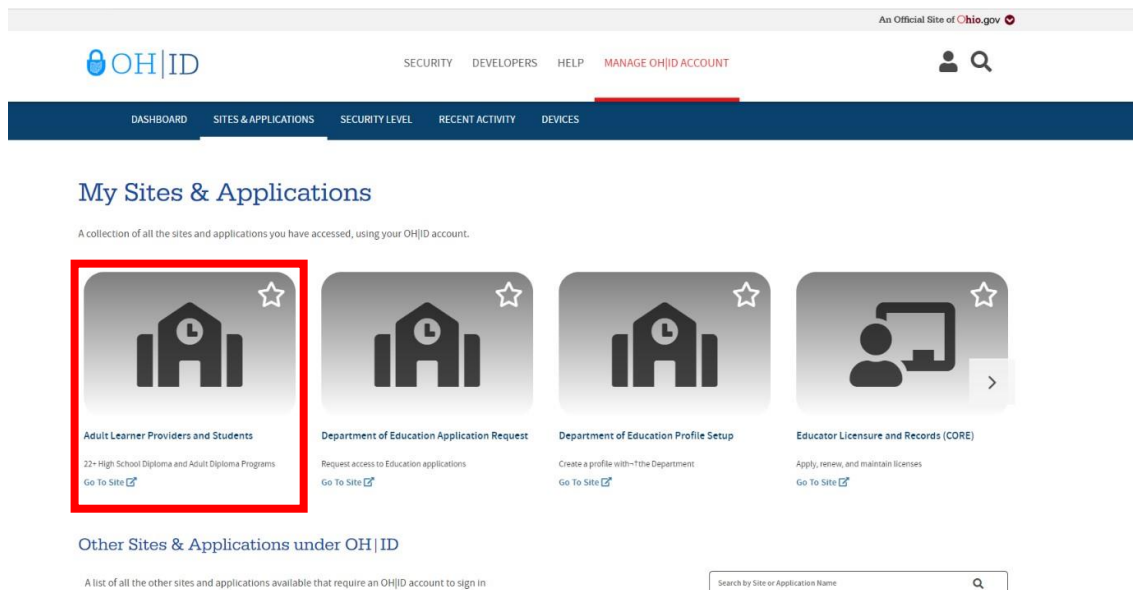
Invoice Information  

Student Accept an Invoice

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



2. Select Adult Learner Application tile.



3. The Adult Student Dashboard appears.

The screenshot shows the 'Adult Student Dashboard' with a 'Task List' section. The task list contains one entry: 'Accept /Reject invoice - Application ID: 480738, Invoice Number: 871107, Student Name: Benjamin Marie Chen' with a start date of '06/01/2018' and a status of 'Open'. A blue 'PROCEED' button is visible next to the task entry.

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

This screenshot highlights the 'Task List' header and the 'PROCEED' button for the first task entry, which is circled in red. The task entry is: 'Accept /Reject invoice - Application ID: 480738, Invoice Number: 871107, Student Name: Benjamin Marie Chen' with a start date of '06/01/2018' and a status of 'Open'.

5. A window will open.

The 'Invoice' window displays the following information:

- Invoice Number:** 871106
- Enrollment:** 7/1/2018 - 6/30/2019
- Provider:** Lorain Co Community College
- Student Name:** Chen, Benjamin Marie

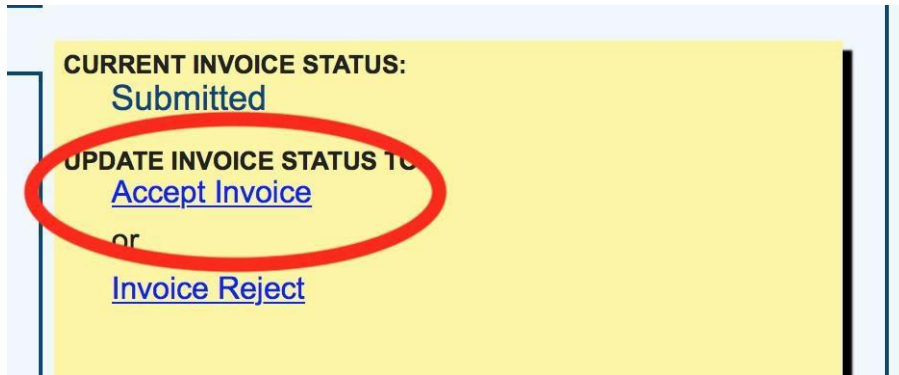
Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Other Social Studies	7/1/2018	7/12/2018	0.5	357.14		
Total amount requested in this Invoice:					\$357.14		

Amount to be paid by ODE for this Invoice: **\$357.14**

NOTE: ** Total amount requested this Invoice is less than the total available

6.

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



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.



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 **Notice of Non-Discrimination** 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 <input type="checkbox"/> No <input type="checkbox"/>	U. S. Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/>	Last Name on Birth Certificate:
Applicant Educational Background - To be Completed by Applicant		
Year Student Entered 9th Grade:	Highest Grade Completed:	
Last Academic Year Completed:	Name of Last School Attended:	
STUDENT SUCCESS PLAN - To be completed by Provider		
Secondary Provider Name:		
Secondary Provider IRN:	Initial Counseling/Associated Services Completed (check all that apply):	
Pre-Assessment Name:	<input type="checkbox"/> OhioMeansJobs Registration	<input type="checkbox"/> Digital Literacy Training
Check one:	<input type="checkbox"/> Career Inventory	<input type="checkbox"/> Create Resume
≥ 9th Grade <input type="checkbox"/>	<input type="checkbox"/> Job Outlook Data/In-Demand Jobs	<input type="checkbox"/> Benefits Access
≤ 9th Grade <input type="checkbox"/>	<input type="checkbox"/> Postsecondary Opportunities	<input type="checkbox"/> Other Support Services
Credential/Certificate Program Name:	<input type="checkbox"/> Identify Disability (If applicable)	<input type="checkbox"/> Other

Work Credit Form



**Department of
Education &
Workforce**

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 9th 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 th grade	Credits Required (18)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit			
ENGLISH					3		
MATH					2		
SOCIAL STUDIES	Am History (1)	Am Govt (1)			2		
SCIENCE					1		
PE/HEALTH	PE (1/2)	Health (1/2)			1		
ELECTIVES (Must complete 3 units in another subject besides ELA)	ELA	Math	SS	S	9		
	Foreign Lang	Visual/Performing Arts	Business	Technology			
	Career Tech	Industrial Arts					

Credit Review Form 1990 – 2001

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

*NOTE: Science required for those who entered 9th grade for first time in 1997 and beyond

Credit Review Form 2002 – 2003

Name		App ID	Provider	Year Enter 9 th grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address_____	ID_____	Transcript	IEP _____	Proof CTE credit			
ENGLISH					4		
MATH					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 (Must include 1 credit of business/tech, fine arts and/or foreign language)	Bus/Tech	Fine Arts	Foreign Lang	7			
	ELA	Math	SS				
	Science	Career Tech	Industrial Arts				
ASSESSMENTS	Reading	Math	Writing	Science **	Social Studies		

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

Credit Review Form 2004 – 2009

Name		App ID	Provider	Year Enter 9 th grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address_____	ID_____	Transcript	IEP _____	Proof CTE credit			
ENGLISH					4		
MATH					3		
SOCIAL STUDIES	Am History (1/2)	Am Govt (1/2)			3		
SCIENCE	Biology	Physical Science *			3		
PE/HEALTH	PE (1/2)	Health (1/2)			1		
ELECTIVES (Must include 1 credit of business/tech, fine arts and/or foreign language)	Bus/Tech	Fine Arts	Foreign Lang	6			
	ELA	Math	SS				
	Science	Career Tech	Industrial Arts				
ASSESSMENTS	Reading	Math	Writing	Science **	Social Studies		

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

Credit Review Form 2010 – 2013

Name		App ID	Provider	Year Enter 9 th grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript	IEP _____	Proof CTE credit			
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 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 credit of business/tech, fine arts and/or foreign language)	Foreign Lang	Fine Arts	Business	Career tech	5		
	FCS	Technology	Ag Ed	JROTC			
ASSESSMENTS	Reading	Math	Writing	Science ***	Social Studies		

*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 9th grade for first time in 1997 and beyond

Credit Review Form 2014 – Present

Name _____		App ID _____	Provider _____	Year Enter 9 th grade _____	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit _____			
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 Study		3		
PE/HEALTH	PE (1/2)	Health (1/2)			1		
ELECTIVES (Must include 1 credit of business/tech, fine arts and/or foreign language)	Foreign Lang	Fine Arts	Business	Career tech	5		
	FCS	Technology	Ag Ed	JROTC			
CHECK OFF ONLY:	Fine Arts (2 semesters) (grades 7-12) _____			Economics and Financial Literacy _____			
End of Course Exams	ELA (4pts between ELA 1 and ELA 2) _____ ELA 1 _____ ELA 2 _____	Math (4pts between Alg I and Geom): _____ Alg I _____ Geom _____	Science and Social Studies (6pts total between Am Govt, Am Hist, and Bio): Govt _____ Hist _____ Bio _____	Earned at least 18 of 32 possible points on the 7 end of course exams _____ of 32			
ACT/SAT	ACT: English (18 or above) _____ Math (22 or above) _____ Reading (22 or above) _____		SAT (prior to March 2016): Writing (430 or above) _____ Reading (450 or above) _____ Math (520 or above) _____		SAT (March 2016 and later): EBRW (450 or above) _____ Math (530 or above) _____		

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

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