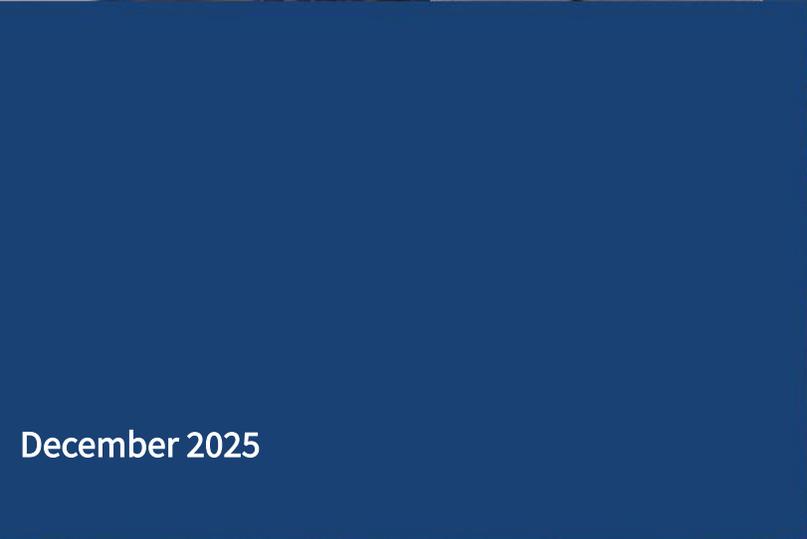


# 22+ Adult High School Diploma Program Manual



**Department of  
Education &  
Workforce**

December 2025

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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

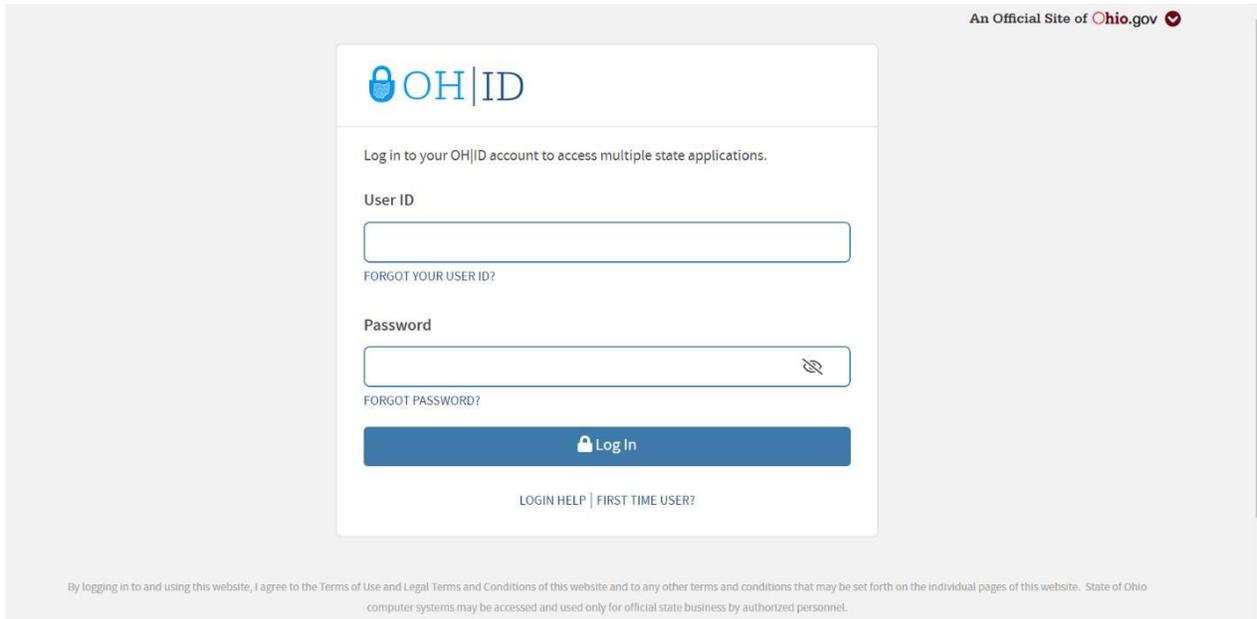
Employees of public schools who are authorized to access the Adult 22+ HSD Program must have the following roles:

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

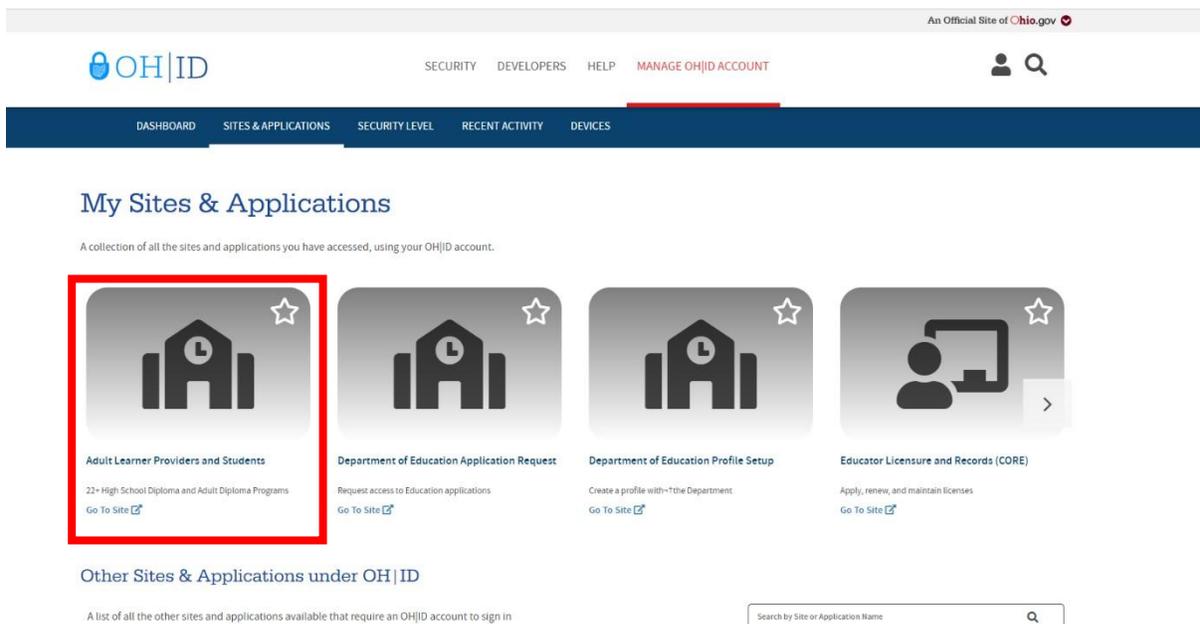
The school’s OEDS administrator assigns these roles. Administrators can be found through the [OEDS Search Tool](#).

# 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:



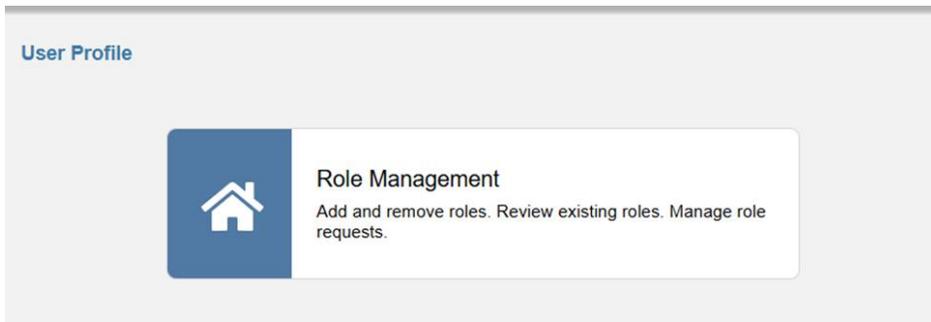
If you do NOT have the Adult Learner tile, begin with step 2. Otherwise, proceed to step 3.

2. Request Adult Learner Role

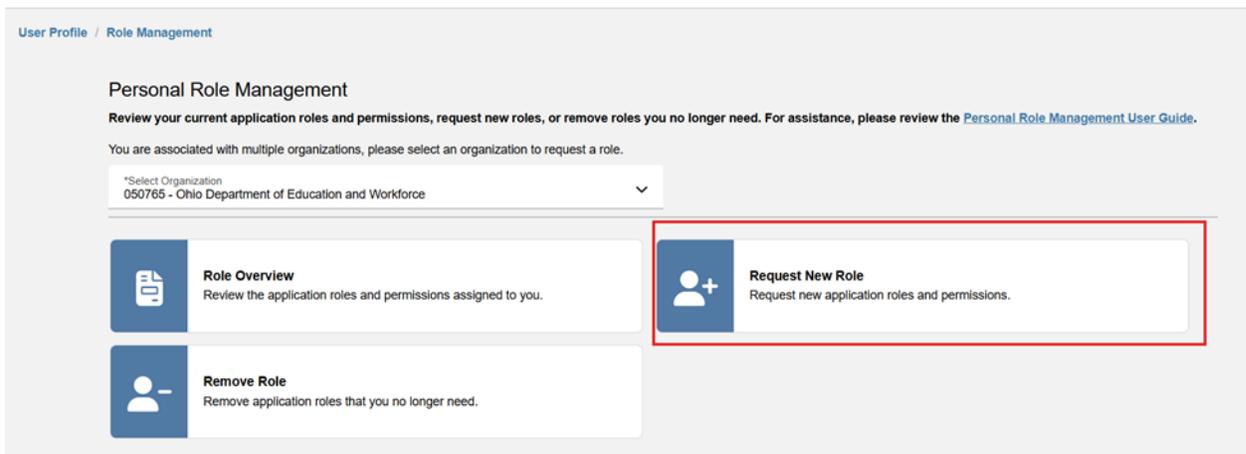
- a) You must request a role
- b) Click the following tile:



- c) Select Role Management



- d) Click on Request New Role



- e) Select “Select Role Groups” and enter the org name and select the radio button “select Role “

The screenshot shows the 'Request New Role' form. At the top, there are two dropdown menus: one for 'Please choose the role group for which you are requesting a role.' with the selected value 'Roles assigned to district, school and other educational organization staff members', and another for organization selection with the value '074864 - Owens State Community College'. Below these, there are two radio buttons: '\*Select Role By System' and '\*Select Role Directly', with the second one selected. A search bar labeled '\*Select Role' is also visible.

- f) Choose HSD Authorizer or HSD Nominator from the request new role dropdown

This screenshot shows the 'Request New Role' form with the role selection dropdown menu open. The dropdown lists several roles, with 'HSD Authorizer' and 'HSD Nominator' highlighted. A large grey box with the text 'Cart Is Empty' is overlaid on the right side of the dropdown menu.

- g) Click Add roles to cart

This screenshot shows the 'Request New Role' form with the 'ADP Authorizer' role selected in the dropdown. Below the dropdown, there is a 'Role Information' section with a text area for 'Reason for requesting the role.' containing the text 'Reason Test'. At the bottom, there is an 'Effective Date' field with the value '06/26/2025' and a button labeled '\*Add Role(s) to Cart'.

h) Click “Submit Role Request”

The screenshot shows a web form for requesting a role. At the top right, it says "(Required)". Below that, there's a dropdown menu for "Select Role Groups" with the text "Roles assigned to district, school and other educational organization staff members" and a value of "074864 - Owens State Community College". Underneath is a section titled "Request New Role" with two radio buttons: "Select Role By System" (unselected) and "Select Role Directly" (selected). Below the radio buttons is a search box labeled "Select Role" with a magnifying glass icon. A red box highlights a shopping cart icon and the text "Roles Added to Request Cart: 1". Below that is a blue button labeled "ADP Authorizer" with a red trash can icon to its right. At the bottom left is a red "Back" button, and at the bottom right is a black "Submit Role Request" button.

**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

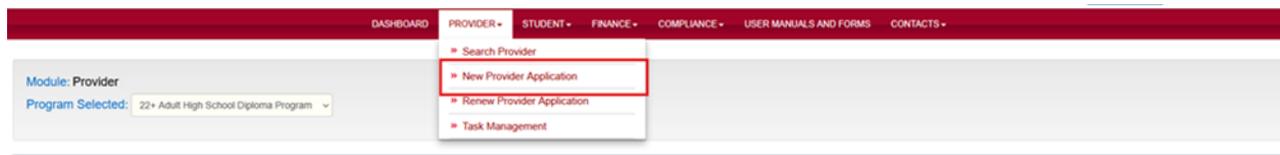
A grid of six application tiles, each with a blue house icon and a close button (X) in the top right corner. The tiles are: 1. "Adult Learner Providers and Students" (22+ High School Diploma and Adult Diploma Programs) - this tile is circled in red. 2. "CTE-26" (Submit career-tech workforce development plans). 3. "Department of Education Profile Role Coordinator" (Approve application requests). 4. "Educator Licensure and Records (CORE)" (Apply, renew, and maintain licenses). 5. "Human Resources Management System (HRMS)" (Timecard entry and leave requests). 6. "Learning Management System (LMS)" (Online training tool).

#### 4. To Begin a Provider Application

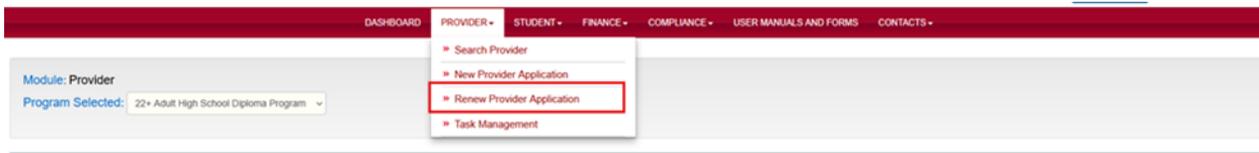
a) On the top left side of the screen, click Select Program. If given a choice, select the 22+ Adult High School Diploma Program. The Provider Search Page should appear.



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 2026, then click 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:

[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 2019    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 *RenewalApplications* 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 the Personnel Tab interface. The 'Personnel' tab is selected, displaying a list of staff members. The name 'LEWIS, KELSEY' is highlighted. Below the list, there are two buttons: 'Add' and 'Remove', which are circled in red. The 'Details' section for KELSEY J LEWIS is visible, including Name, Phone, Email, Do, and SSN. The 'Assigned Roles' section shows 'HSD Nominator'.

## 8. Application Tab

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

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

The screenshot shows the Application Tab interface. The 'Application' tab is selected. The 'Sections' list on the left is highlighted with a red box. The 'Questions' section on the right shows a question about graduation rate with a text input field and a red arrow pointing to it.

## 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.

IRN	PHYSICAL ADDRESS	ACCEPTING	APPROVED	WITHDRAWN	TERMINATED
006635	5327 Hutchinson Rd Batavia, Ohio 45103-9511	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 FY26 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 FY26 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.

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.

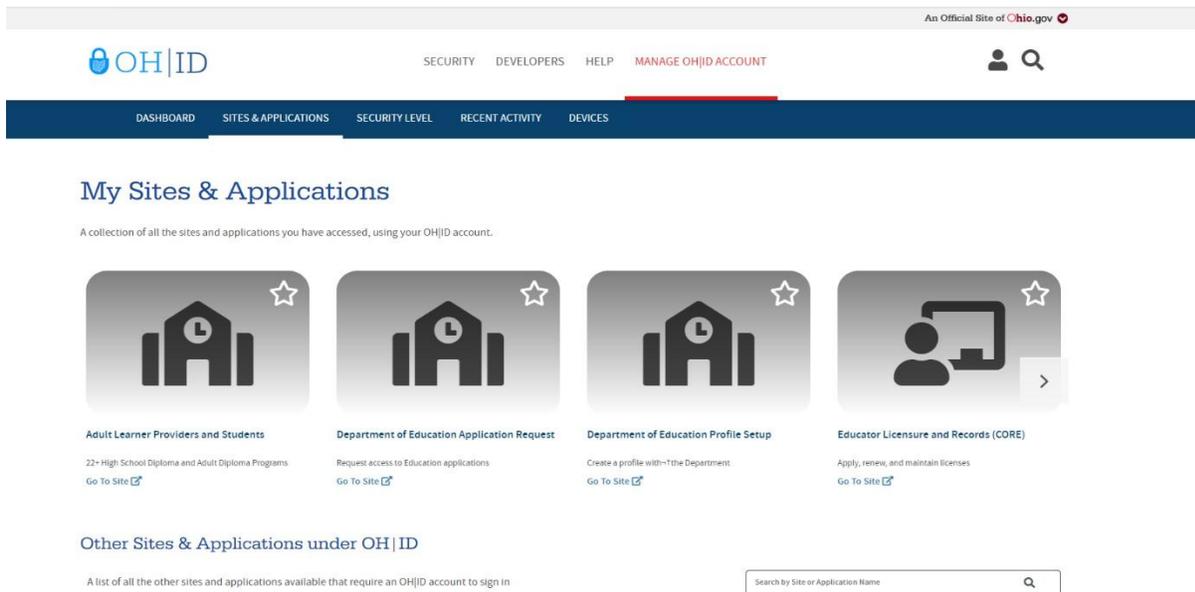
2. It is important that **ALL** participant records have been reviewed prior to completing the participant application.
  - a. Prior transcript(s)
  - b. Work credit form (This is to be utilized first before assigning elective credits.)
  - c. Individualized Education Plan, if applicable
  - d. Assessment 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

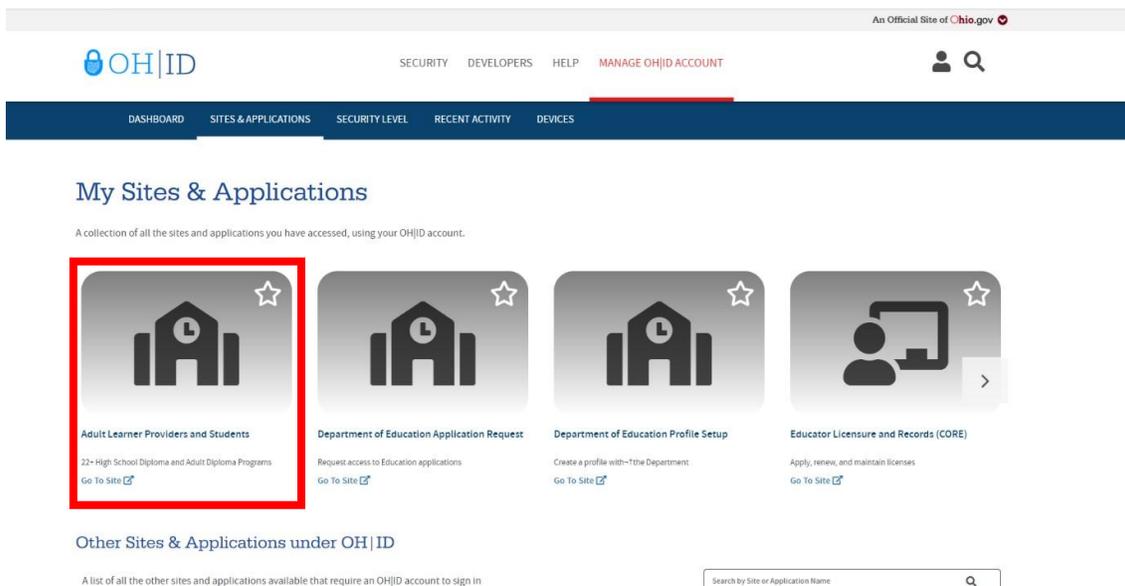
## 1) Completing the Student Application

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.

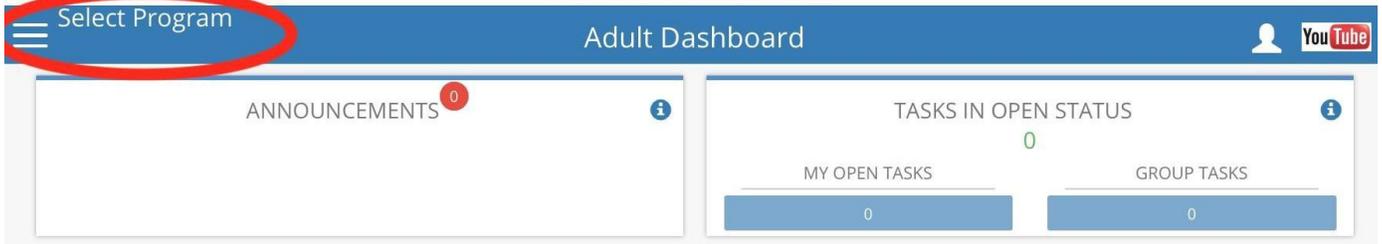
- a) Sign in to OH|ID Portal. (<https://safe.ode.state.oh.us/portal/>)



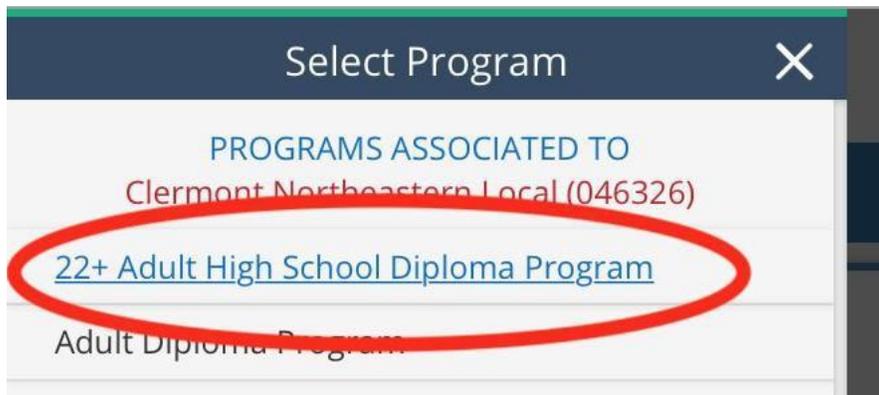
- b) Click the Adult Learner Application tile



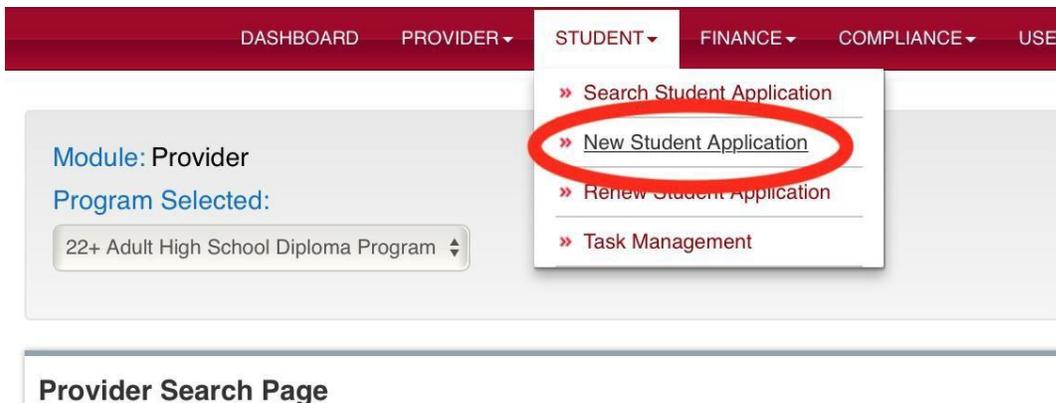
c) The Dashboard will appear. Click *Select Program* in the top left.



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



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



## 2) Student Search for Creating a New Application

- a) 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 F

\*Student Date of Birth: 01/01/1990

\*Student First Name: camden

Current Last Name is different than birth certificate

\*Student Last Name: stephens

SSID:

Search Reset

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

- b) 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

- c) The message “Your search parameters return ZERO results” should appear. Click the [HERE](#) located on the bottom left to create a new application.

### 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

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

### 3) Entering Basic Student Information

- a) Nine critical data points must be correct: First Name, Middle Name, Last Name, Gender, Date of Birth, BirthPlace 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.

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

## 4) 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			

## 5) Past Credits Earned Tab

- a) 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.

OHIO DEPARTMENT OF EDUCATION AND WORKFORCE

Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215  
1-877-644-6338 | contact.center@education.ohio.gov

Department of Education & Workforce

Welcome Benjamin Suvenson

SAFE HOME ABOUT ODEW STATE AGENCIES ONLINE SERVICES

LOGOUT Session Timeout 00:29

CONTACTS

Module: Student  
Program Selected: 22+ Adult High School Diploma Program

ID: 1720607

Student Application Past Credits Earned

Enter Passed Graduation Details

Current Status  
Status: STARTED

Comments / History

Current Status  
Status: STARTED

OHIO DEPARTMENT OF EDUCATION AND WORKFORCE

Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215  
1-877-644-6338 | contact.center@education.ohio.gov

Enter School History

Year student first entered 9th grade \*

Highest grade completed \*

Last academic year completed \*

Name of last school attended \*

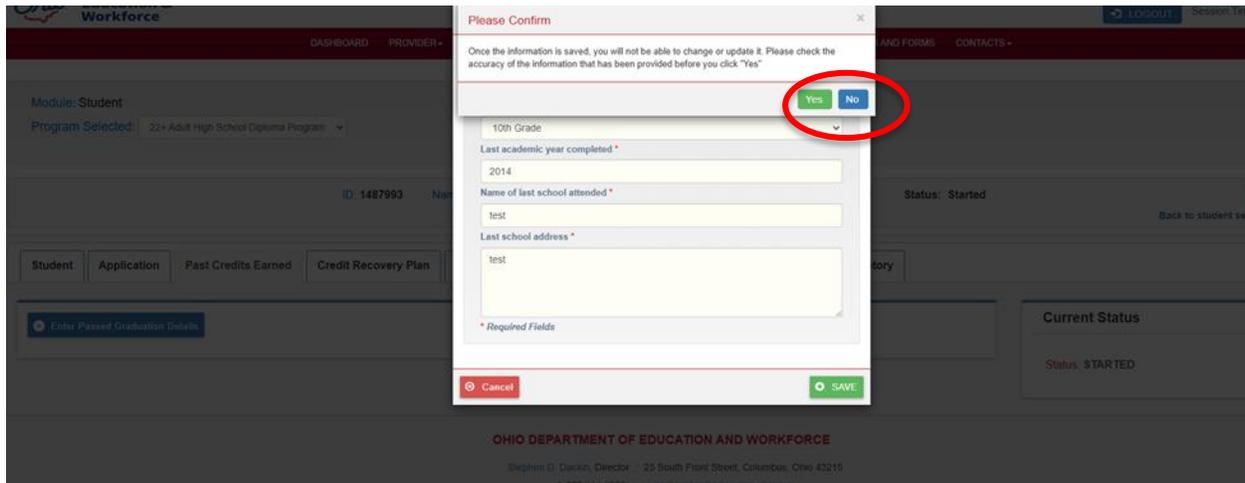
Last school address \*

\* 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 9<sup>th</sup> grade*.

- b) A window appears as a reminder that the data cannot be changed. Click *Yes* if the entries are accurate.



- c) This page documents the courses and assessments the participant is required to take and pass to earn a high school diploma.

## Past Credits Earned Tab - Entering course and assessment information

This section applies to new participant applications.

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

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

### Participants with Disabilities

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

### Science End-of-Course Assessment

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

## Work/Life Credit

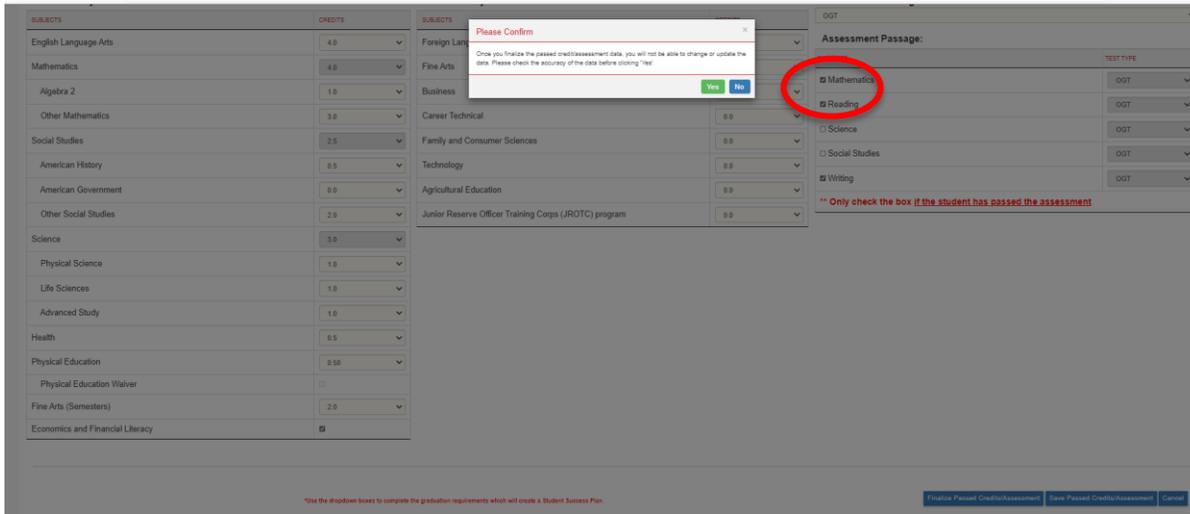
The HSD Nominator enters the number of Work/Life Credits under CTE elective credits on the Past Credits Earned Tab. Supporting documentation must be uploaded. Every 120 hours of work documented equals one (1) CTE credit up to the number of electives required.

**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	ECC ASSESSMENT		POINTS COMPLETED	Summary		
English Language Arts			4	3.5	Foreign Language		5.0	4.0	English Language and Arts				Content	15.0	13.5
Mathematics			4	3.5	Fine Arts				English Language and Arts 1		3		Elective	5.0	4.0
Algebra 2			1	1	Business				English Language and Arts 2		0		Total:	20.0	17.5
Other Mathematics			3	2.5	Career Technical				Mathematics						
Social Studies			3	3.0	Family and Consumer Sciences				Algebra 1		3				
American History			0.5	0.5	Technology				Geometry		3				
American Government			0.5	0.5	Agricultural Education				Social Studies and Science						
Other Social Studies			2	2	Junior Reserve Officer Training Corps (JROTC) program				American History		4				
Science			3	2.5					American Government		1				
Physical Science			1	1					Biology		0				

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

## 6) Credit Recovery Plan Tab

- a) 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.

CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESSMENT SUBJECTS
Social Studies			Foreign Language	0.0	0	<input checked="" type="checkbox"/> Science
American Government	0.5	0	Fine Arts	0.0	0	<input checked="" type="checkbox"/> Social Studies
			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	

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

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

CONTENT SUBJECTS	PLANNED	PASSED	ELECTIVE SUBJECTS	PLANNED	PASSED	ASSESSMENT SUBJECTS
English Language Arts	0.0	0.0	Foreign Language	0.0	0.0	<input checked="" type="checkbox"/> English Language and Arts
Mathematics			Fine Arts	0.0	0.0	<input checked="" type="checkbox"/> Social Studies and Science
Other Mathematics	0.0	0.0	Business	0.0	0.0	<input checked="" type="checkbox"/> Total Required Points
Science			Career Technical	0.0	0.0	
Life Sciences	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	

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

- b) 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.*

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	PLANNED	PASSED
Science		
Social Studies		

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

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*.

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".

Yes No

- c) Providers can make corrections to the participants application until The Department has placed the application into the “Under Review” status.

## 7) 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

### a) 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	H C
Social Studies			ACT SAT Algebra 1 Geometry		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E
Science					MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E

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

Mathematics	10th Grade	08/03/2022	ACT	798	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	H C
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E

Click the Submit button.

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

An assessment document is required to Submit.

Department of Education & Workforce

Welcome Benjamin Svenson

SAFE HOME ABOUT ODEW STATE AGENCIES ONLINE SERVICES

LOGOUT Session Timeout

Assessment document is required

Close

Module: Student  
Program Selected: 22+ Adult High School Diploma Program

ID: 1720608 Name: twesty noncomp1 Period: Adult Learner FY 2026 Type: New Status: Started

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

**Student information**

Primary Provider: 063426, Stark State College of Technology  
DOB: 01/01/2002  
Current Grade Level: Not Specified  
Gender: F

SSID  
Ethnicity: Asian or Pacific Islander  
Submitted Document Type: NONE

**Student's Assessments:**

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading	10	07/01/2025	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Writing			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
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

Student Assessment Comments:

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

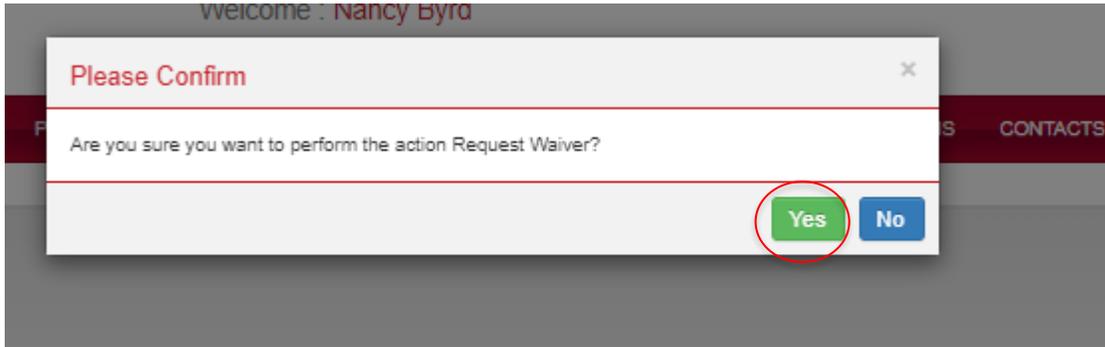
### b) 7.2 Assessment Waiver Request

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

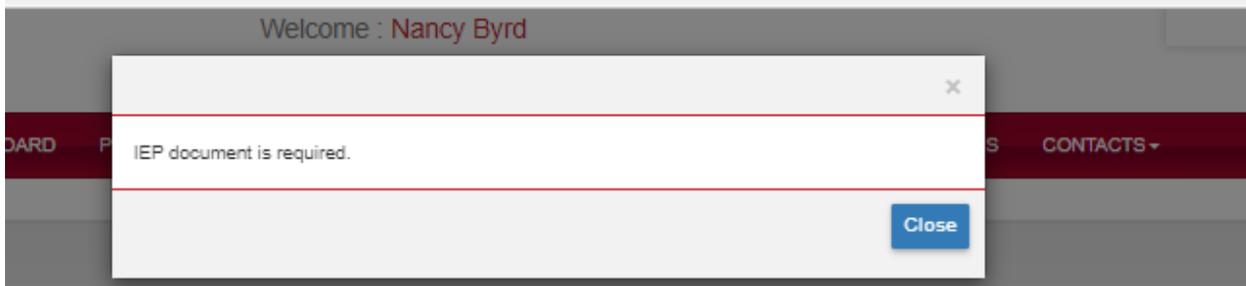
Click Request Waiver button.

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	Submit Request Waiver

### c) Alternate Graduation Pathway

If a participant has taken a test section once and not received a passing score, they may re-take that assessment following intensive remediation. If they still do not achieve the established minimum score, the

participant, along with the provider’s administration, may opt to utilize one of the alternate pathways to graduation.

The provider may select this as a viable option once the adult participant application status has been accepted.

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. Below the navigation bar is the 'Student Information' section with the following details: Primary Provider: 063213, Northwest State Community Coll; DOB: 11/26/2003; Current Grade Level: Not Specified; Gender: F; SSID; Ethnicity: Hispanic; Submitted Document Type: NONE. Below this is the 'Student's Assessments' section, which contains a table with columns: ASSESSMENT, PAST POINTS, IEP WAIVER, MINIMUM POINTS, COMPLETED POINTS, ADDITIONAL POINTS, and STATUS. The first row of the table is for 'English Language and Arts' with 4 minimum points and 0 completed points. A red box highlights the 'Alternate Assessment Status: Not Started' text and the 'Edit' button next to it.

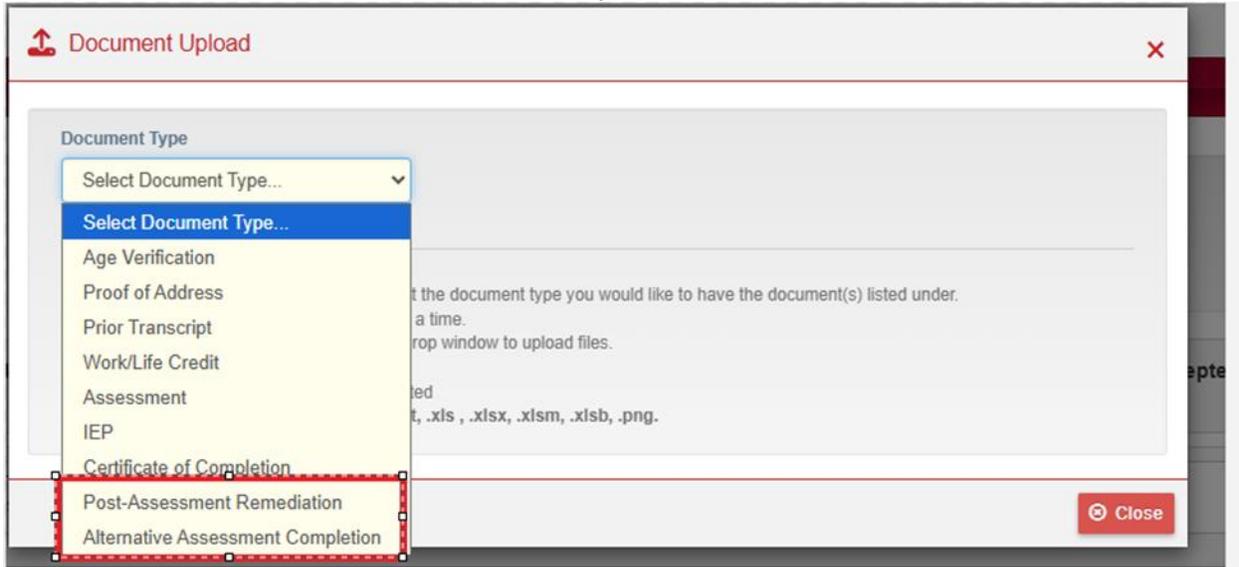
Once the “edit” button has been clicked, the Alternate Assessment status will show as started. Remember to click “save”.

This screenshot is similar to the previous one, showing the same student information and assessment table. However, the 'Alternate Assessment Status: Not Started' text is now 'Alternate Assessment Status: Started'. A red box highlights the 'Change Status To:' dropdown menu, which is open and shows 'Started' as the selected option. There are also 'Save' and 'Cancel' buttons visible next to the dropdown.

If the appropriate documents have not been uploaded, the dialogue box shown below will appear.

The screenshot shows a modal dialog box with a red title bar that reads 'Required documents are missing'. The main text inside the dialog says: 'Please upload "Post-Assessment Remediation" and "Alternative Assessment Completion" under the documents tab before changing status.' There is a 'Close' button at the bottom right of the dialog box.

Go to the Documents tab and upload the documents shown below

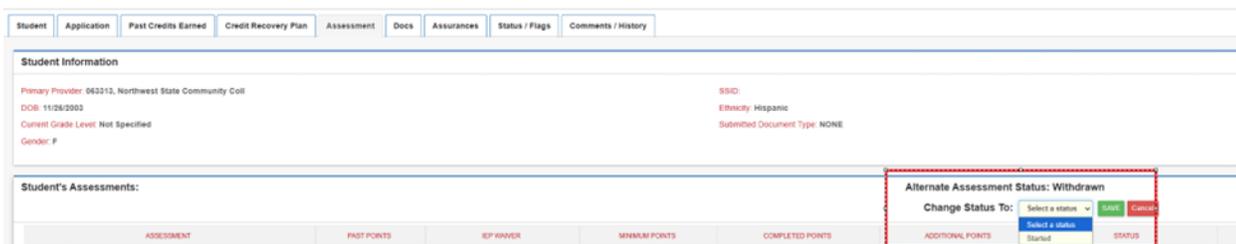


After documents have been uploaded, under the “Assessment tab” and the Alternate Assessment is in “started” status, the provider will see a submitted and a withdrawn option to select. Please select an option and click “save”

### Alternate assessment: Started



### Alternate assessment: Withdrawn



The Provider can change this assessment status to correction needed

Student	Application	Past Credits Earned	Credit Recovery Plan	Assessment	Docs	Assurances	Status / Flags	Comments / History
<b>Student Information</b>								
Primary Provider: 063313, Northwest State Community Coll				SSID:				
DOB: 11/26/2003				Ethnicity: Hispanic				
Current Grade Level: Not Specified				Submitted Document Type: NONE				
Gender: F								
<b>Student's Assessments:</b>								
Alternate Assessment Status: Submitted								
Change Status To: <input type="button" value="Correction Needed"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>								

Program office staff will then review and select one of the following status designations: Approved, Approved and Paid, Correction Needed, and Declined.

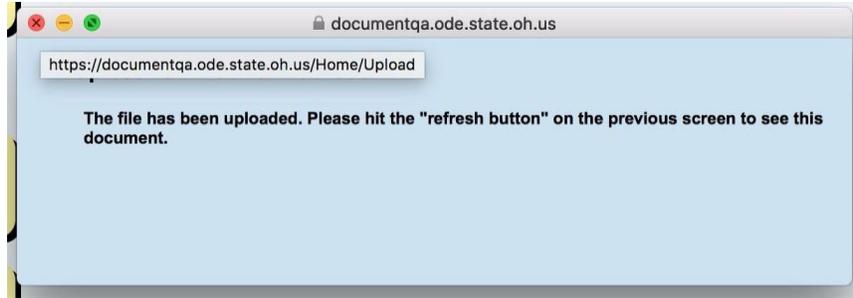
## 8) Documents Tab

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.

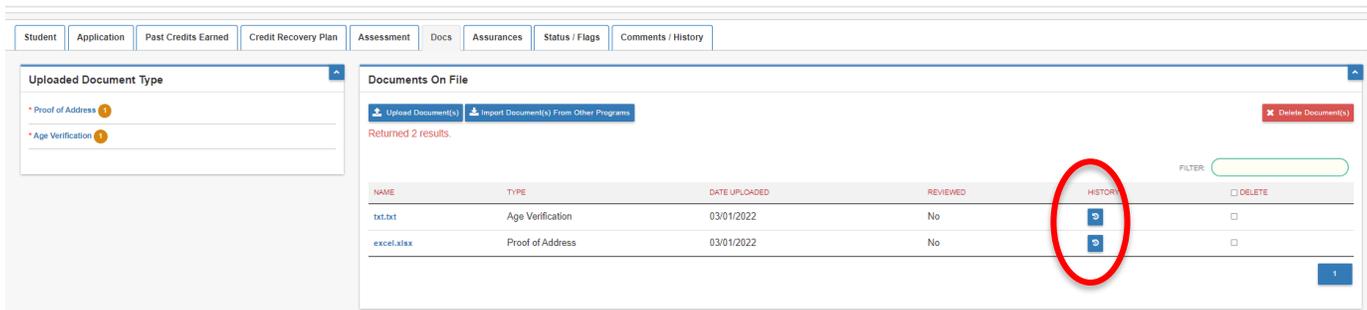
a) To upload the Proof of Address, click *Proof of Address* in the yellow box. A screen will appear like the one below. Use the *Choose File* button to locate the document to upload. Once the document is selected, click the *Upload* button.

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
161.361	Age Verification	05/30/2025	No		<input type="checkbox"/>
161.361	Proof of Address	05/30/2025	No		<input type="checkbox"/>
161.361	Assessment	05/30/2025	No		<input type="checkbox"/>

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

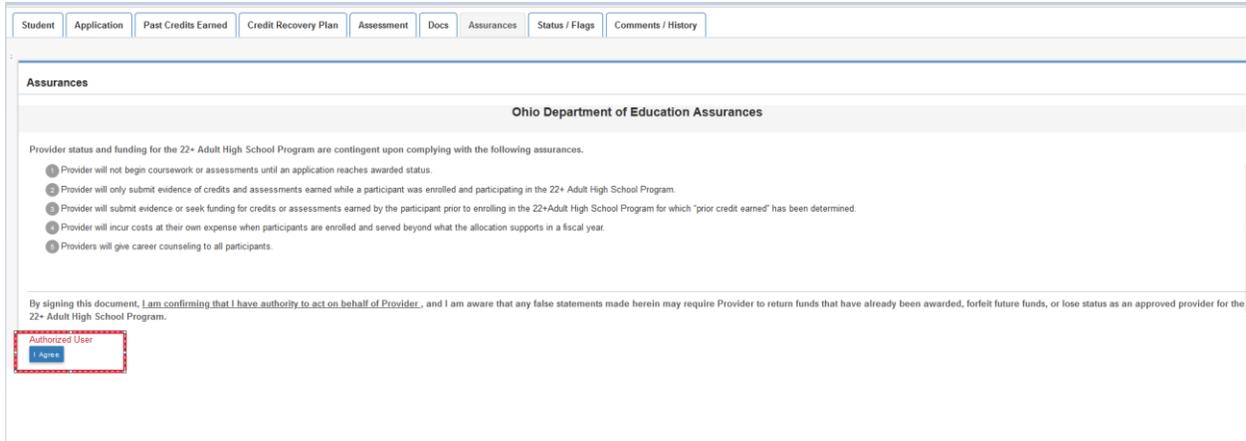


- b) Once the file is uploaded, refresh the page by hitting the *Refresh* buttons next to each document. The uploaded document should appear.

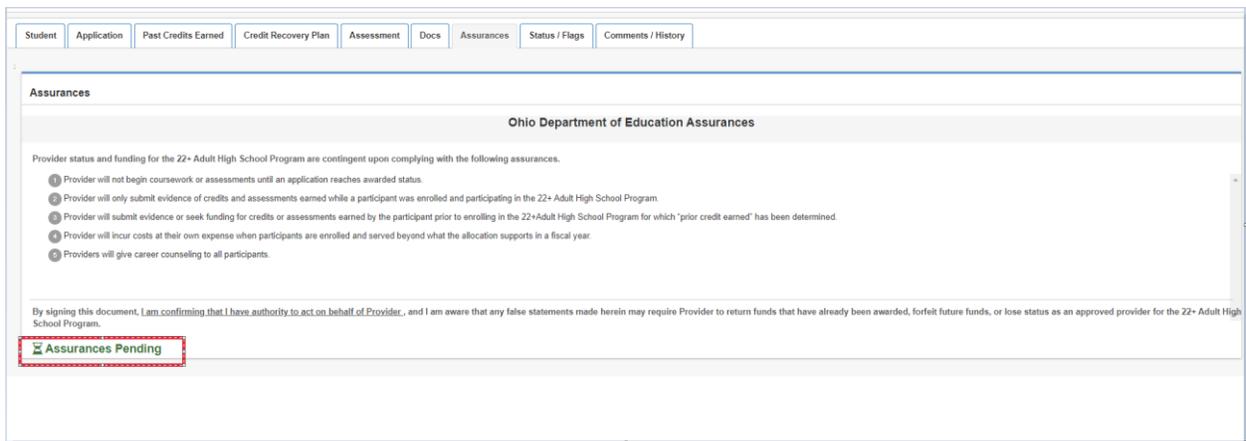


## 9) Assurances Tab

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.

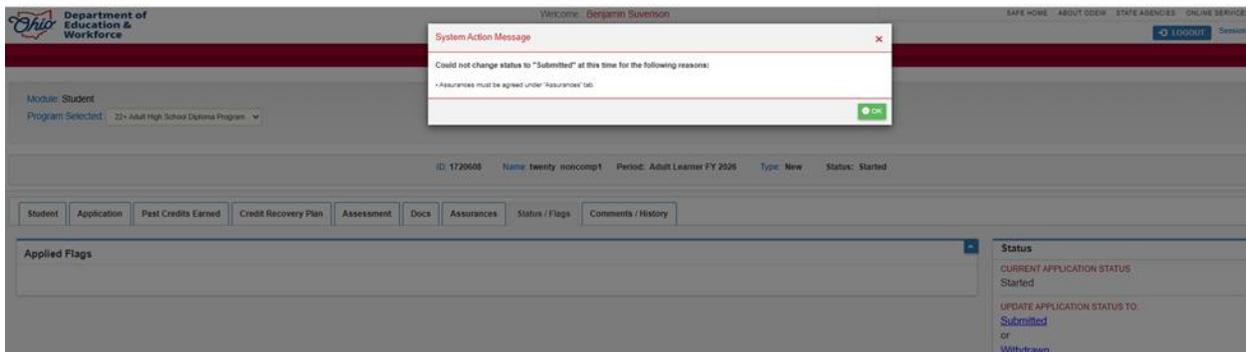


Until the nominator agrees to the assurances, all other users (admin.) will see the “Assurance pending” status.



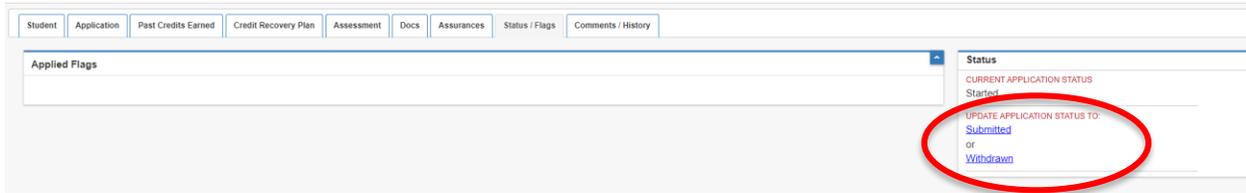
User will see the below validation message if they haven’t agreed to the assurances before submitting the student application.

These assurances apply to the New and Renewal applications.

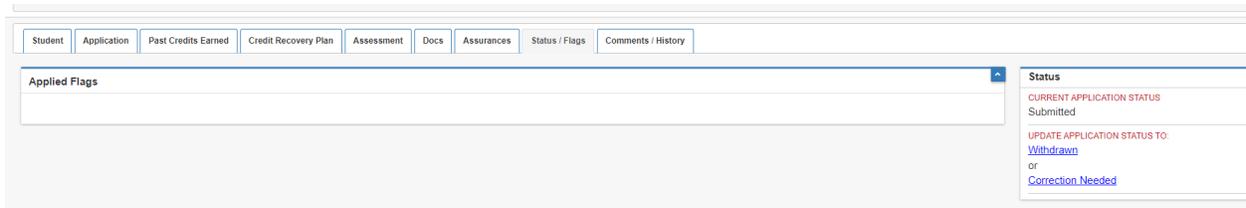


## 10) Status/Flags Tab

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

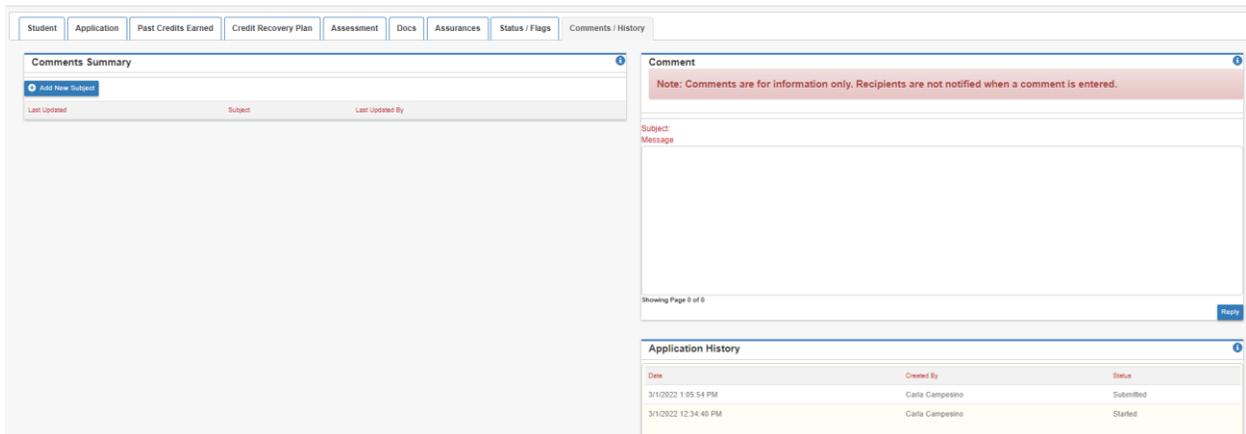


b) Once the participant application is submitted, the status will change to *Submitted*.



## 11) 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) Student Application Review Process

- a) After the provider submits the participant application, the Program Administrator reviews the application and clicks one of the following:
  - i) *Review Completed* if there are no errors;
  - ii) *Correction Needed* if the application needs corrections; or
  - iii) *Not Eligible* if the participant is not eligible to enroll in the program; or
  - iv) *Waitlisted* if the remaining provider bucket funds are not sufficient to cover the number of participant credits left to complete.
  
- b) If the Program Administrator clicks *Review Completed* the Application changes to *Eligible*, then *Awarded*. The HSD Nominator has two options:
  - i) *Accepts* the application on the Status/Flags Tab or;
  - ii) *Declines* the application, which results in no funding.

The screenshot shows a web interface with several tabs at the top: Student, Application, Past Credits Earned, Credit Recovery Plan, Assessment, Docs, Assurances, Status / Flags, and Comments / History. The 'Status / Flags' tab is selected. Below the tabs, there is a section for 'Applied Flags' which is currently empty. To the right, there is a 'Status' section. It 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.

## 13) Searching Existing Student Applications

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

The screenshot shows the Department of Education & Workforce website. At the top, there is a navigation bar with 'DASHBOARD', 'PROVIDER', 'STUDENT', 'FINANCE', 'COMPLIANCE', 'USER MANUALS AND FORMS', and 'CONTACTS'. The 'STUDENT' menu is open, showing options: 'Search Student Application', 'New Student Application', 'Renew Student Application', and 'Task Management'. Below the navigation, there is a 'Module: Student' section with 'Program Selected: 22+ Adult High School Diploma Program'. The main content area is titled 'Advanced Student Search' and has three tabs: 'Basic Search', 'SSID Search', and 'Assessment Search'. The 'Basic Search' tab is active. It contains several search criteria: Application ID, Student ID, SSID, First Name, Last Name, DOB (MMDDYYYY), Date Submitted (MMDDYYYY), Application Period (Adult Learner FY 2026), Application Type (All), Current Grade Level (All), Provider Name (Stark State College of Technology), Provider IRN (063420), Show Only My Students (checked), District Name, and District IRN. There is also a 'Has Fatal Flag(s)' dropdown set to 'All' and a 'Sort Order' dropdown set to 'Date Started, Status, Name'. At the bottom left, there are 'Search' and 'Reset' buttons. On the right side of the search form, there is an 'Application Status' dropdown menu with a list of options: Accepted, Awarded, Correction Needed, Declined, Eligible, Not Eligible, Requirements Passed, Resubmitted, Review Completed, Started, Submitted, and Terminated. A note at the bottom of the status list says 'Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.'

## 14) 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	

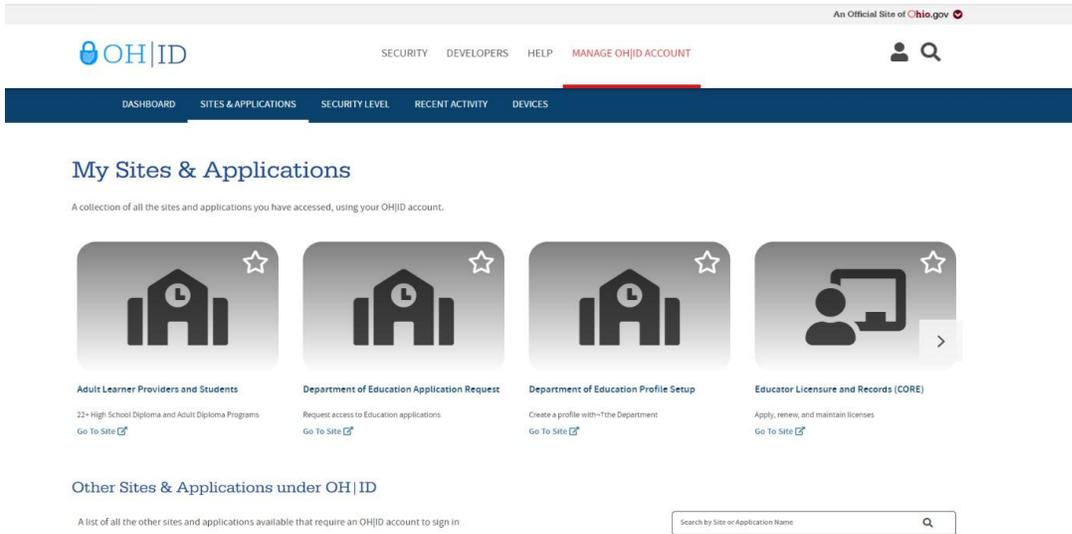
The existing Student Information page provides the general information initially entered for the participant. To edit the participant's information, click on the Edit Icon (pencil tool) located at the top of each section. Other participant application pages can be accessed by clicking on the desired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

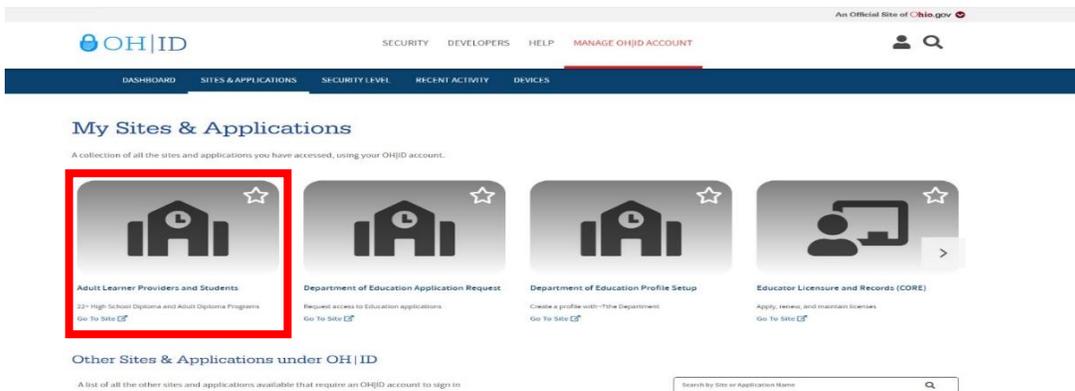
### 1) Completing the Student Application

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.

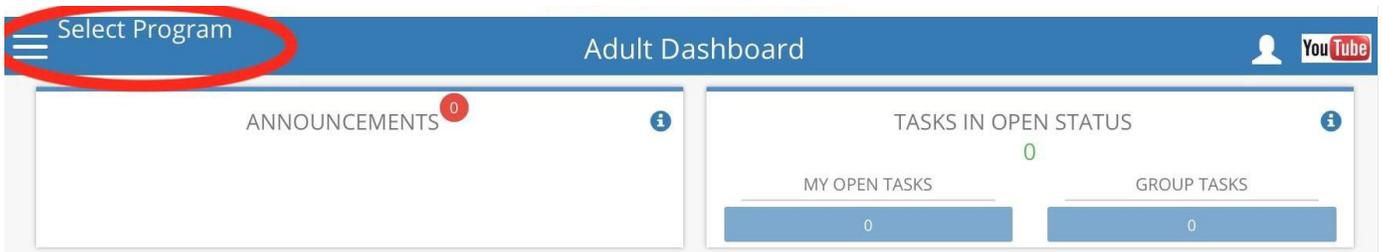
- a) Sign in to OH|ID Portal. (<https://safe.ode.state.oh.us/portal/>)



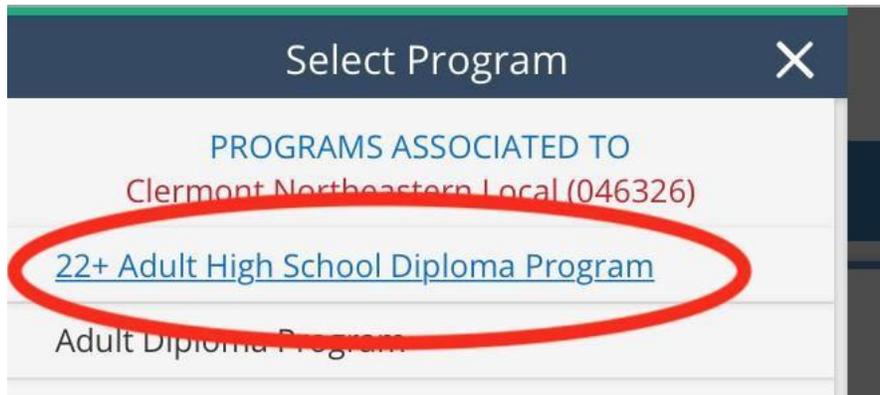
b) Click the Adult Learner Application tile



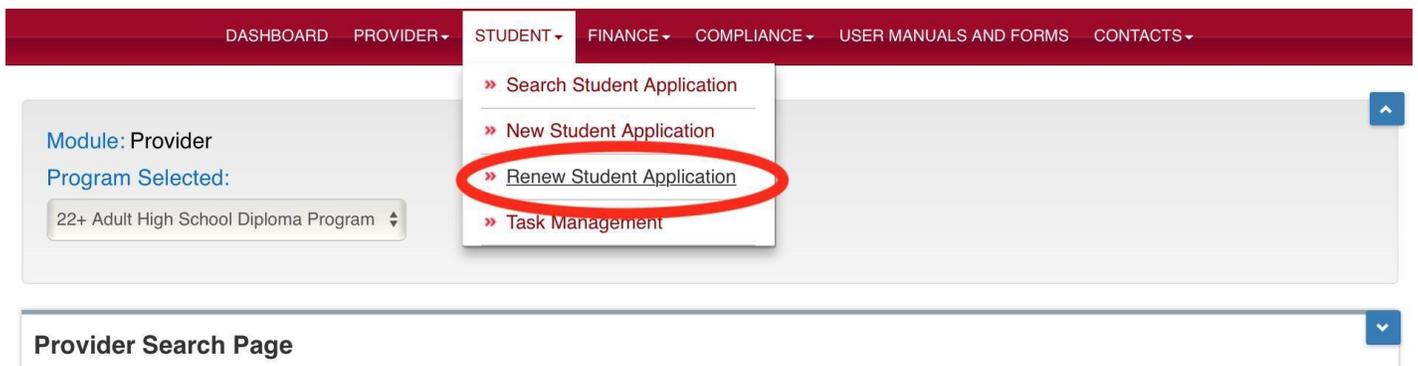
c) The Dashboard will appear. Click Select Program in the top left.



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

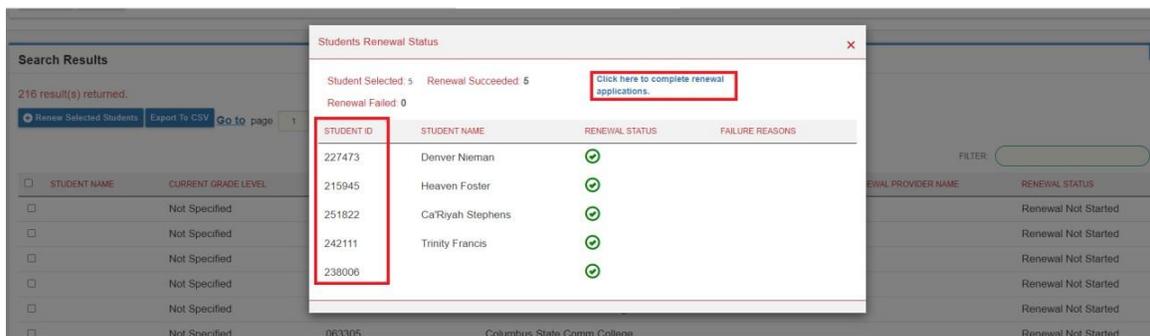


e) Hover over the Student Tab located in the top left of the page. Select *Renew Student Application*.

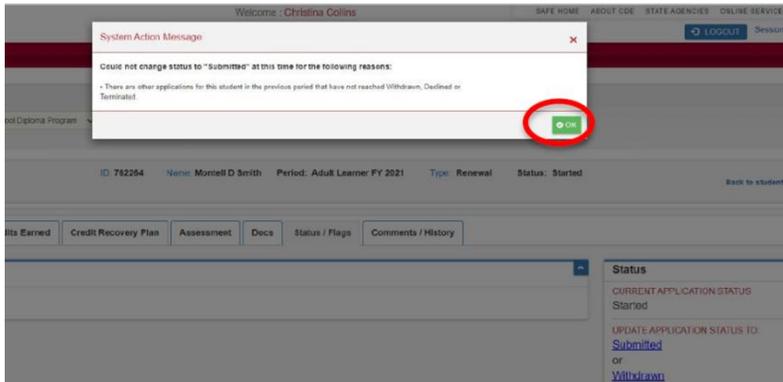


## 2) Student Search for Creating a Renewal Application

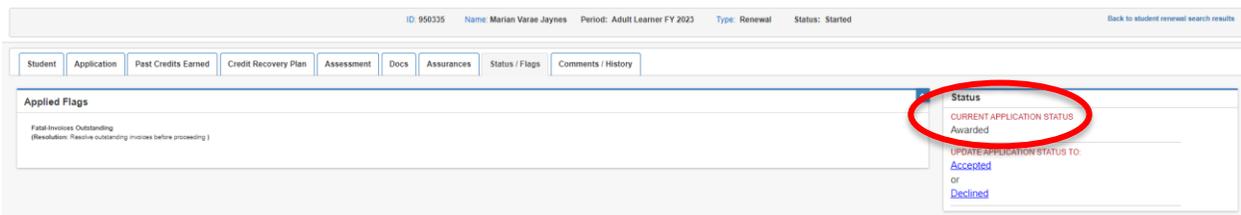
a) A list of selected participants will appear. Click on “Click here to complete renewal applications.”



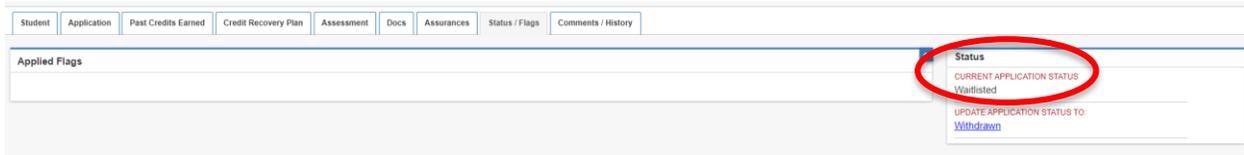
b) Auto Approval: A dialogue box will appear, click *OK*.



c) 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.



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



### 3) Credit Recovery Plan

a) 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.

CONTENT SUBJECTS	PLANNED	PASSED

ELECTIVE SUBJECTS	PLANNED	PASSED
Business/Technology	0.0	0
Fine Arts	0.0	0
Foreign Language	0.0	0
English Language Arts	0.0	0
Mathematics	0.0	0
Social Studies	0.0	0
Science	0.0	0
Career Technical	0.0	0

ASSESSMENT SUBJECTS	PLANNED	PASSED
Mathematics		
Science		
Social Studies		

OPTION 2 TRACK SELECTED		
	Planned	Passed
Content:	0	0
Electives:	0.0	0
Assessments:	3	0
Totals:	3.0	0
Award Amount:		\$ 1200.00
Total Paid So Far:		\$0.00

b) 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.

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

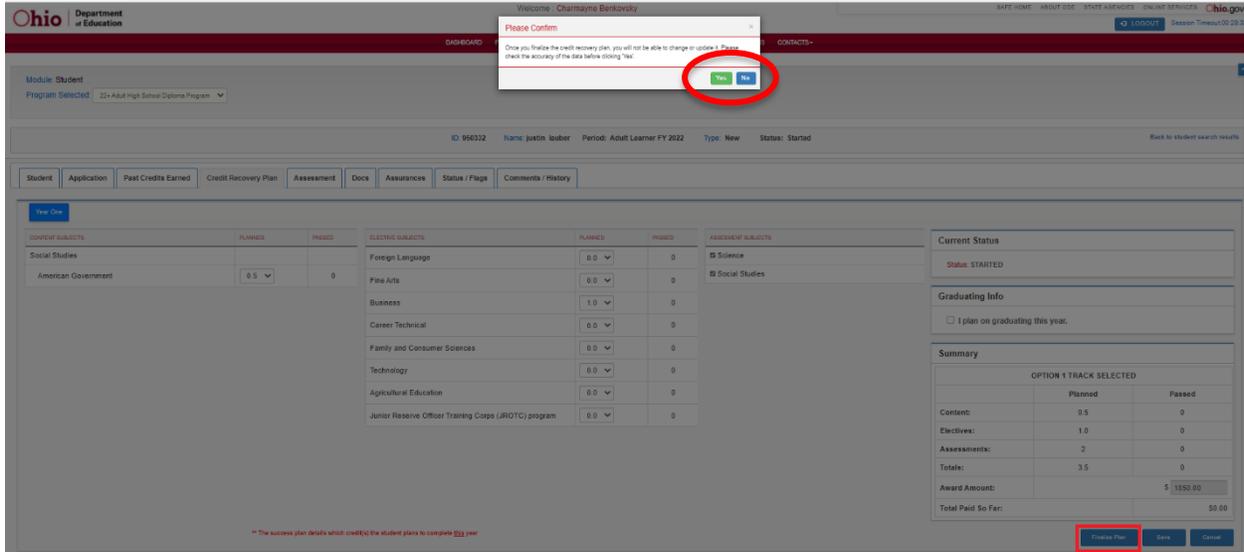
ASSESSMENT SUBJECTS	PLANNED	PASSED
Science		
Social Studies		

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

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*.

c) 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*.



d) Click *Yes* to finalize the Credit Recovery Plan.

## 4) 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.

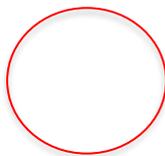
Assessment information can be entered by clicking on the edit icon located to the far right of the row.

Student's Assessments:							
SUBJECT	EVAAH 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

a) 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	08/13/2022	ACT		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	H C
Social Studies			ACT		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E
Science			Algebra 1 Geometry		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	C

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

Mathematics	10th Grade	08/13/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	H C
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E

Click the *Submit* button.

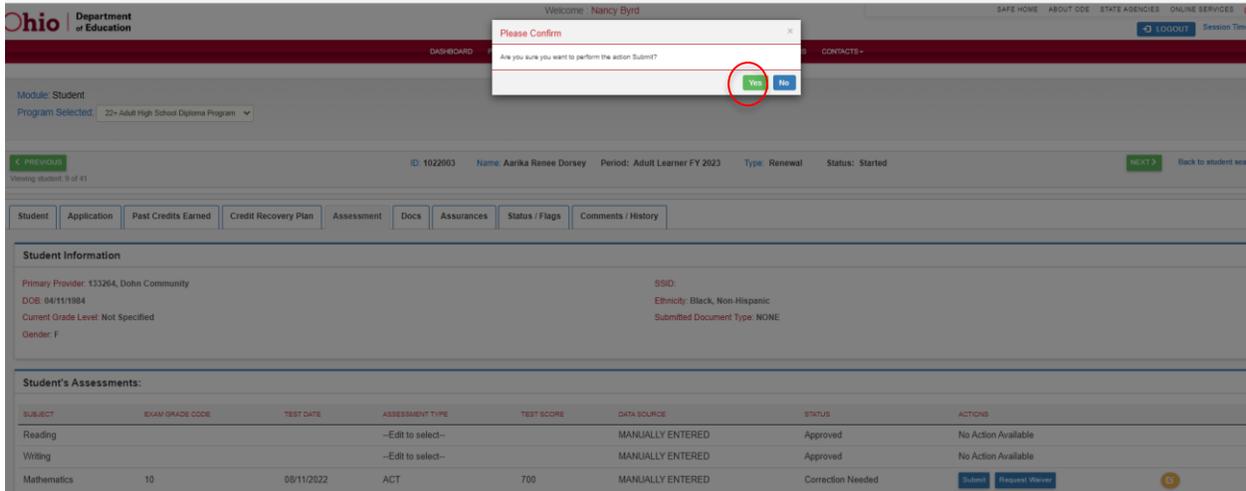
Mathematics	10	08/11/2022	ACT	700	MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E
Social Studies			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E
Science			--Edit to select--		MANUALLY ENTERED	Correction Needed	Submit Request Waiver	E

An assessment document is required to *Submit*.

The screenshot shows the Ohio Department of Education interface. A modal window displays the error: "Assessment document is required." Below this, the student's information is shown, including ID 1022903, Name Aarika Renee Dorsey, and Program 22+ Adult High School Diploma Program. The "Student's Assessments" table is visible below:

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

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

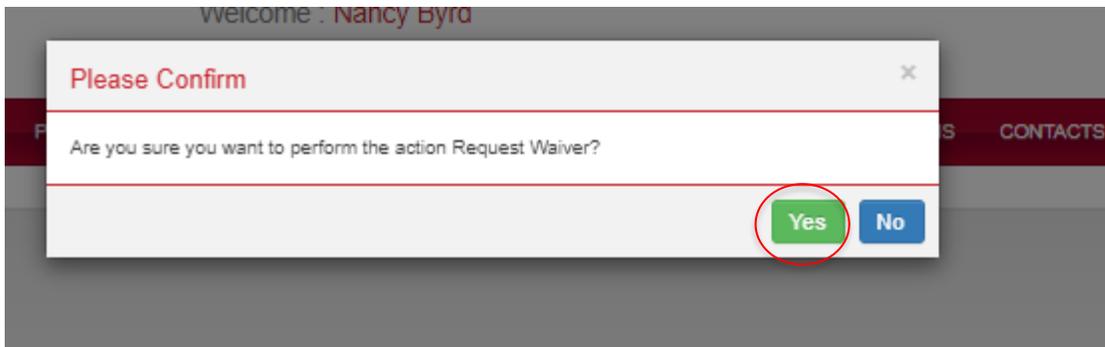
### b) Assessment Waiver Request

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

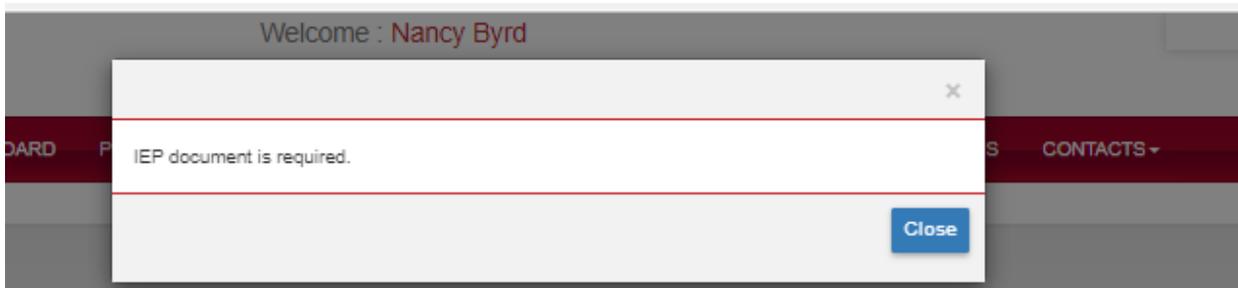
Click *Request Waiver* button.

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

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

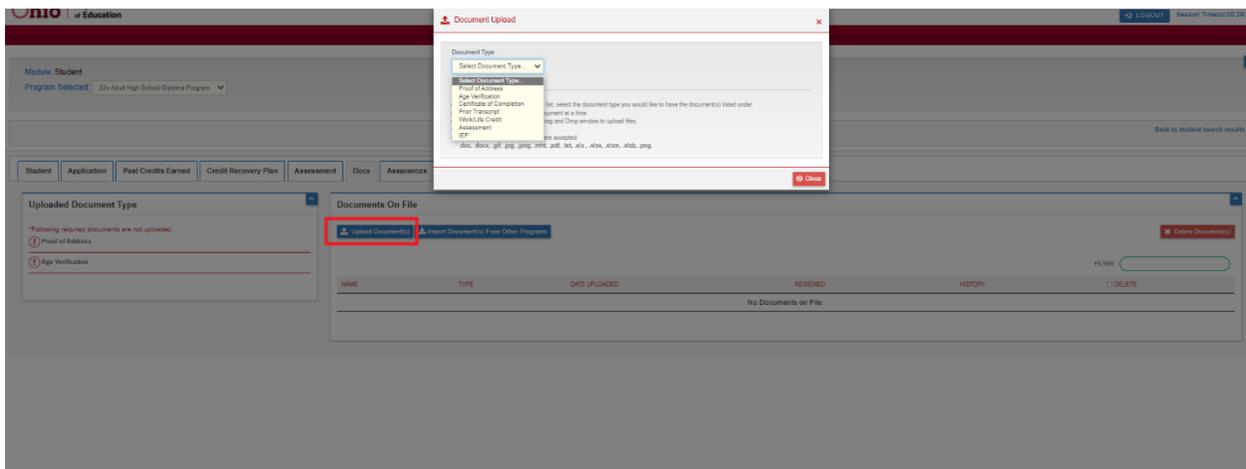
Once the waiver request has been reviewed and approved, the status will change to *Approved*.

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	Submit Request Waiver

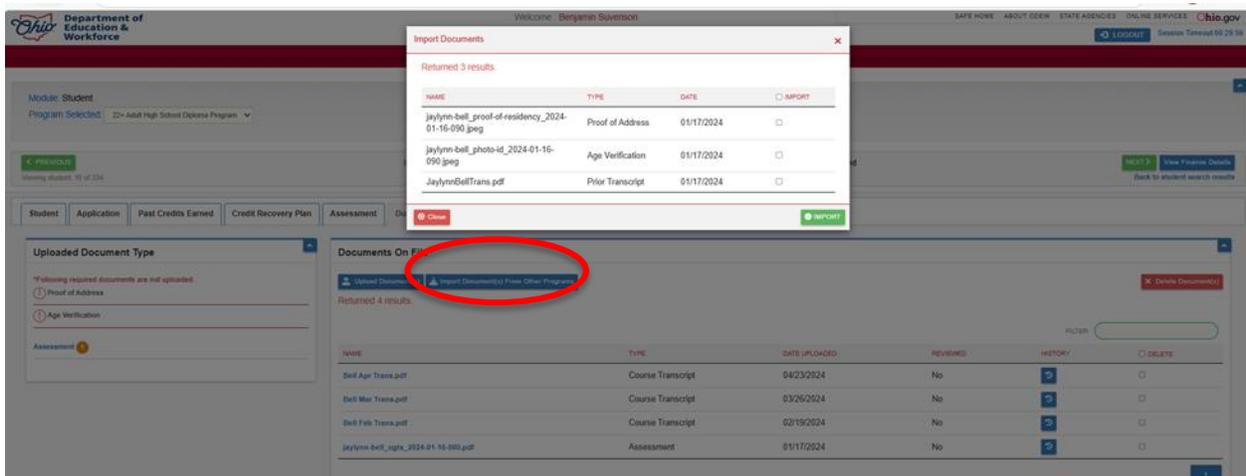
## 5) Documents Tab

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.

- a) 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*.



- b) 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) 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.

The screenshot shows the 'Assurances' tab selected in a navigation menu. The main content area is titled 'Ohio Department of Education Assurances'. Below the title, there is a paragraph stating: 'Provider status and funding for the 22+ Adult High School Program are contingent upon complying with the following assurances.' This is followed by a list of five numbered 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.

Below the list, there is a paragraph: '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.' At the bottom left, there is a red-bordered box containing the text 'Authorized User' and a blue button labeled 'I Agree'.

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

This screenshot is similar to the previous one, showing the 'Assurances' tab. However, at the bottom left, there is a red-bordered box containing a green checkmark icon and the text 'Assurances Pending'.

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.

The screenshot shows a 'System Action Message' dialog box with a red border and a close button. The message text reads: 'Could not change status to "Submitted" at this time for the following reasons: - Assurances must be agreed under "Assurances" tab.' Below the dialog box, the application details are visible. The 'Status' field is set to 'Started'. At the bottom right, there is a 'Status' section with the following text: 'CURRENT APPLICATION STATUS: Started', 'UPDATE APPLICATION STATUS TO: Submitted or Withdrawn'.

## 7) Status/Flags Tab

a) 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, indicating the actions to be taken.

b) 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 'Submitted' option is circled in red, indicating the current status.

## 8) 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 form for 'Subject' and 'Message'. 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 Campestrino	Submitted
3/1/2022 12:34:40 PM	Carla Campestrino	Started

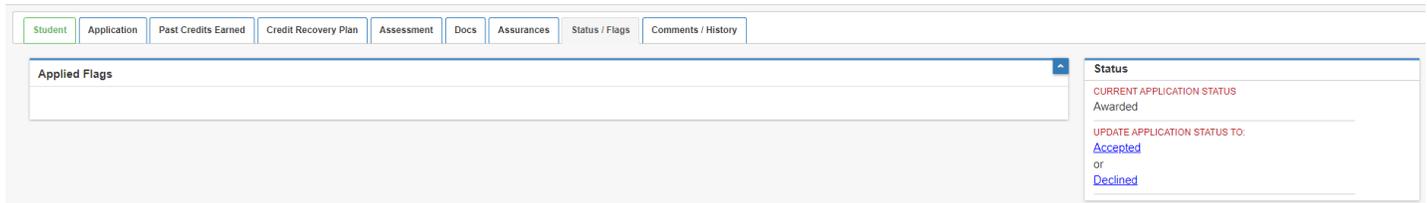
## 9) Student Application Review Process

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

- i) *Review Completed* if there are no errors;
- ii) *Correction Needed* if the application needs corrections; or
- iii) *Not Eligible* if the participant is not eligible to enroll in the program; or
- iv) *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:

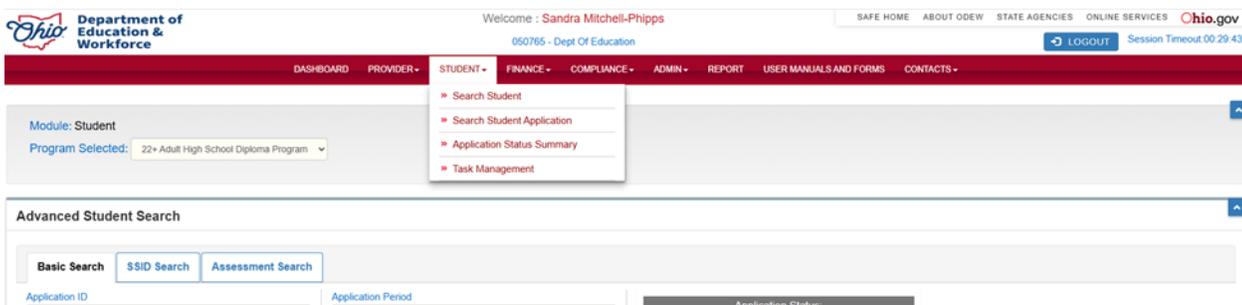
1. *Accepts* the application on the Status/Flags Tab  
or
2. *Declines* the application, which results in no funding.



The screenshot shows a web application interface with a top navigation bar 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 tabs is a large empty box labeled 'Applied Flags'. On the right side, there is a 'Status' panel with the following text: 'CURRENT APPLICATION STATUS' followed by 'Awarded'. Below that, it says 'UPDATE APPLICATION STATUS TO:' followed by two options: 'Accepted' and 'Declined', each with a blue link.

## 10) Searching Existing Student Applications

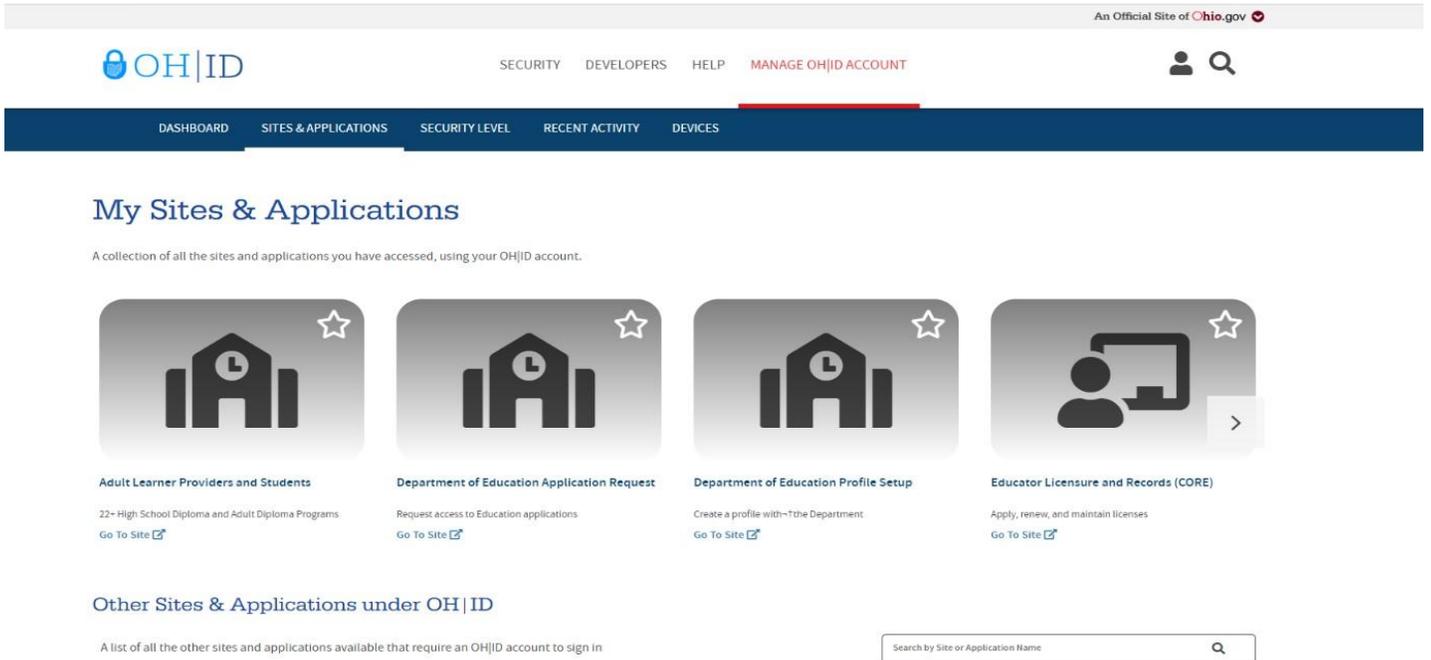
To search for an existing participant application, select *Search Student Application* from the Student Menu.



The screenshot shows the Ohio Department of Education & Workforce portal. The top navigation bar includes the Ohio logo, 'Department of Education & Workforce', and a welcome message for 'Sandra Mitchell-Phipps'. There are links for 'SAFE HOME', 'ABOUT ODEW', 'STATE AGENCIES', 'ONLINE SERVICES', and 'Ohio.gov'. A 'LOGOUT' button and 'Session Timeout: 00:29:43' are also visible. The main navigation menu includes 'DASHBOARD', 'PROVIDER', 'STUDENT', 'FINANCE', 'COMPLIANCE', 'ADMIN', 'REPORT', 'USER MANUALS AND FORMS', and 'CONTACTS'. The 'STUDENT' menu is expanded, showing options: 'Search Student', 'Search Student Application', 'Application Status Summary', and 'Task Management'. Below the navigation is a 'Module: Student' section with a 'Program Selected:' dropdown menu set to '22+ Adult High School Diploma Program'. The 'Advanced Student Search' section is visible, with tabs for 'Basic Search', 'SSID Search', and 'Assessment Search'. Below these tabs are input fields for 'Application ID' and 'Application Period', and a button for 'Application Status'.

# 11) 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 9<sup>th</sup> grade in 2014 and beyond must participate in end-of-course assessments as opposed to the Ohio Graduation Test
- The \$800 for successfully passing remaining credits and/or assessments and earning a high school diploma will no longer be included for FY2022 and beyond.

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

The screenshot displays a web application interface for managing provider applications. At the top, there are navigation links for 'Previous' and 'Next', and a search bar. The main content area is divided into several sections:

- Available Flags:** A list of flags including 'Fatal-Not Renewing', 'Fatal-Payment on Hold', and 'Fatal-Renewal on Hold'. There are 'Add Flag' and 'Remove Flag' buttons.
- Applied flags you may remove:** A section for flags that can be removed from the application.
- Applied flags you may not remove:** A section for flags that cannot be removed.
- Provider Bucket Details:** A summary of the provider's bucket, including 'Provider Bucket Amount' (\$81,632.00), 'Total Provider Awarded Amount' (\$78,099.74), and 'Total Left to Award' (\$3,532.26).
- Status:** A section showing the '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.

Student Information

First Name: Payton Middle Name: Corene Last Name: Coleman Suffix:   
Date of Birth: 06/24/1993 Mother's Maiden Last Name: Frazier Gender: Female   
Ethnicity: Black, Non-Hispanic Native Language: English Last 4 Digits of SSN: 2959   
Birth Place City: Canton Birth Place State: Ohio   
Phone Number: 234-804-8733 Phone Number Type: Cell Phone Number   
Email: Refresh@Fakemail.com

Address

Student Home Physical Address   
Address Line1: 4827 South Blvd apt 11   
Address Line2:   
City: Canton   
State: Ohio   
Zip: 44718

Student Home Mailing Address   
Address Line1: 4827 South Blvd apt 11   
Address Line2:   
City: Canton   
State: Ohio   
Zip: 44718

SSID STATUS

Current SSID Status   
Pending SSID Verification   
Update SSID Status To:   
No Action Available

# Submitting Invoices for Payment

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

OH|ID

SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

My Sites & Applications

A collection of all the sites and applications you have accessed, using your OH|ID account.

Adult Learner Providers and Students   
22+ High School Diploma and Adult Diploma Programs   
Go To Site

Department of Education Application Request   
Request access to Education applications   
Go To Site

Department of Education Profile Setup   
Create a profile with The Department   
Go To Site

Educator Licensure and Records (CORE)   
Apply, renew, and maintain licenses   
Go To Site

Other Sites & Applications under OH|ID

A list of all the other sites and applications available that require an OH|ID account to sign in

Search by Site or Application Name

2. Click the Adult Learner Application tile.

OH|ID

SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

My Sites & Applications

A collection of all the sites and applications you have accessed, using your OH|ID account.

Adult Learner Providers and Students   
22+ High School Diploma and Adult Diploma Programs   
Go To Site

Department of Education Application Request   
Request access to Education applications   
Go To Site

Department of Education Profile Setup   
Create a profile with The Department   
Go To Site

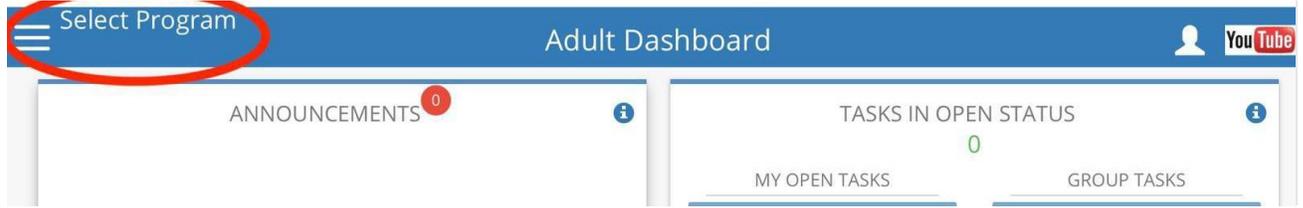
Educator Licensure and Records (CORE)   
Apply, renew, and maintain licenses   
Go To Site

Other Sites & Applications under OH|ID

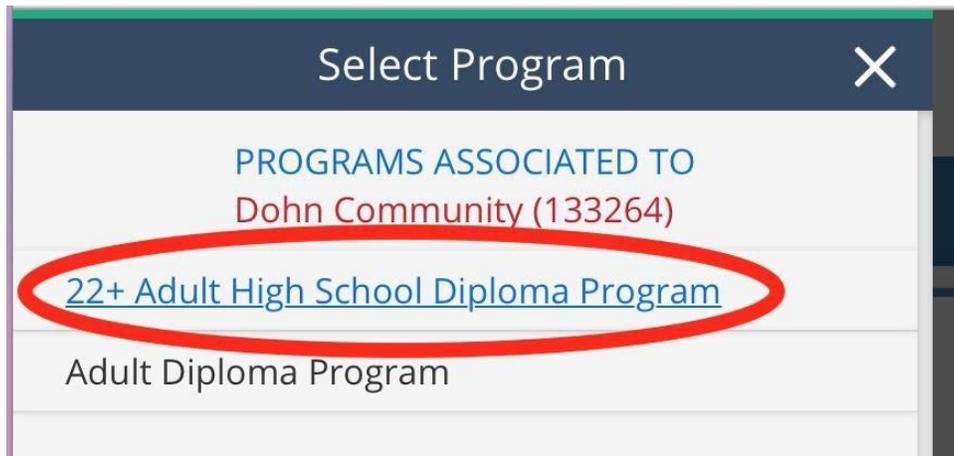
A list of all the other sites and applications available that require an OH|ID account to sign in

Search by Site or Application Name

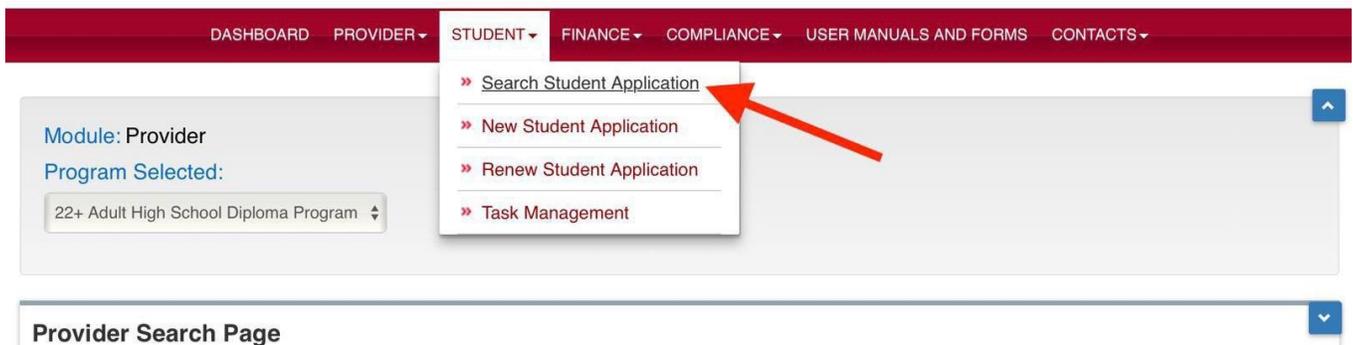
3. The Dashboard will appear. Click *Select Program* in the top left.



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.

- a. On the Student Search Page, type the participant's first and last name. Click *Search*.
- b. On the Student Search Page, enter the *Application ID* or *Student ID*. Click *Search*.
- c. On the Student Search Page, click *Search* to obtain a complete participant list.

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

### ADVANCED 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	

8. Click on *View Finance Details*.

PREVIOUS
ID: 89894 Name: Lazlo Marie Bauer Period: Adult Learner FY 2022 Type: Renewal Status: Accepted
View Finance Details

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

**Student Information**

First Name: Lazlo Middle Name: Marie Last Name: Bauer Suffix:

Date of Birth: 09/29/1995 Mother's Maiden Last Name: Burkhammer 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

**SSID STATUS**

Current SSID Status

Pending SSID Verification

Update SSID Status To:

No Action Available

**Address**

**Student Home Physical Address**

Address Line1: 340 Edith Ave.

Address Line2:

City: Akron

State: Ohio

Zip: 44312

**Student Home Mailing Address**

Address Line1: 340 Edith Ave.

Address Line2:

City: Akron

State: Ohio

Zip: 44312

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 F
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 style="width: 40px;" type="text"/>	
June 2018	<input style="width: 40px;" type="text"/>	
<b>Total for Year</b>	<b>30</b>	

COMMENTS:

Add Comment

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:

[Electronically Uploadable Documents](#)

\* Course Transcript

DOCUMENTS ON FILE:

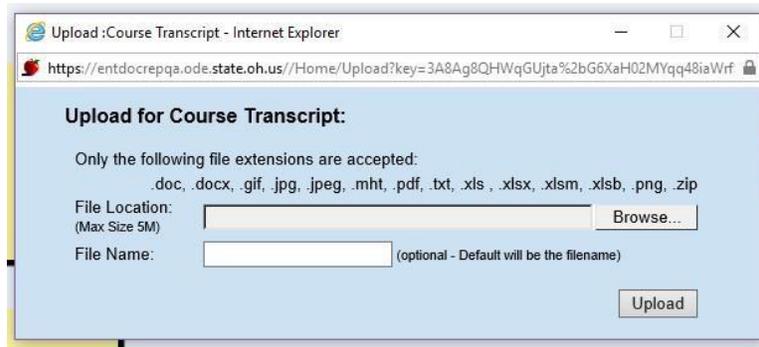
- View Document    - Delete Document

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"/>		

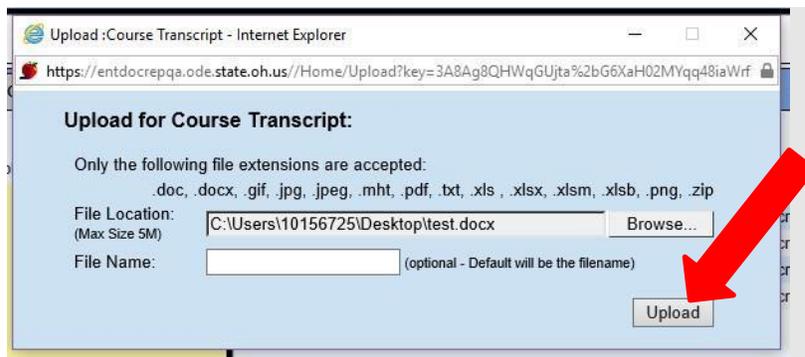
  

(Select Refresh button after uploading to see the new document)

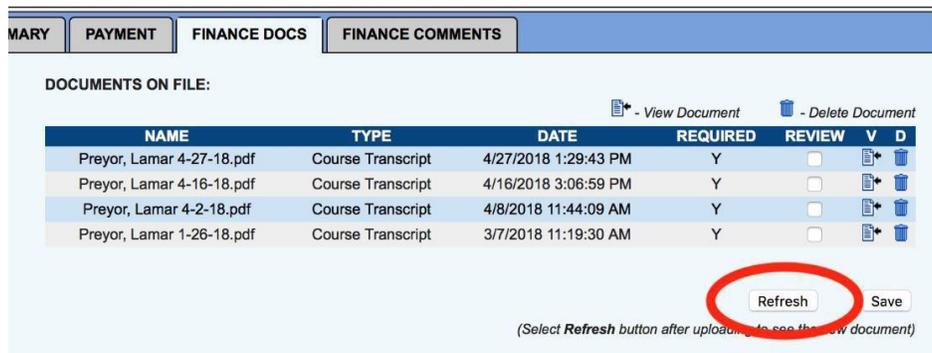
The following window will appear. Click *Browse* to locate your document. Click *Open*. (This may be different depending on the browser you are using.)



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	Edit
<b>Add Course</b>						

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.

The 'Save Course' dialog box contains the following fields:

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

Buttons: Save Course, Cancel

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

The 'Save Course' dialog box is now populated with the following data:

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

Buttons: 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 Details:

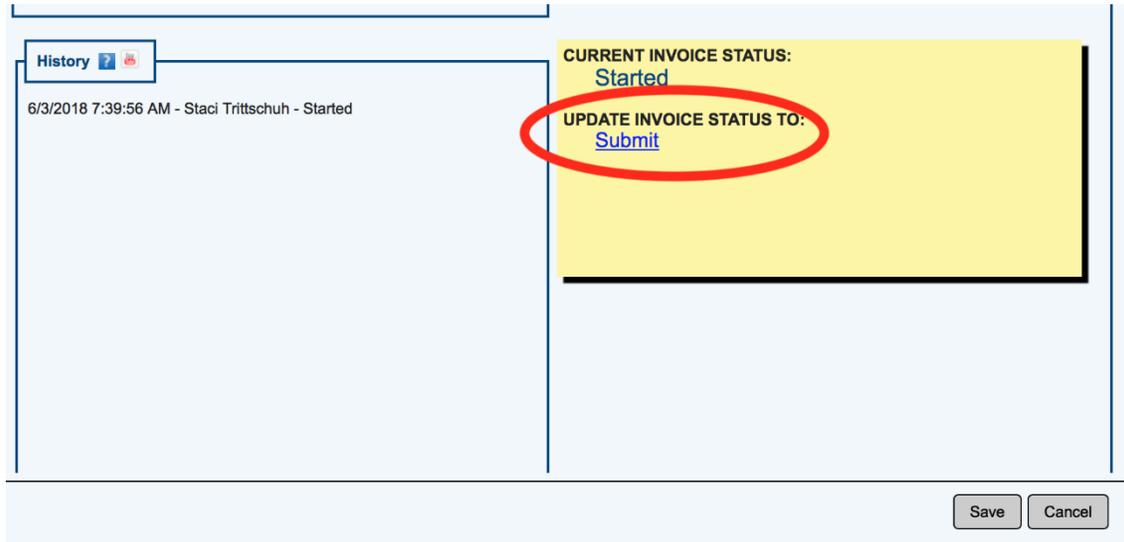
- Invoice Number: 0
- Enrollment: 2/20/2018 - 6/30/2018
- Provider: Dohn Community
- Student Name: Jones, Anthony Howard

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		

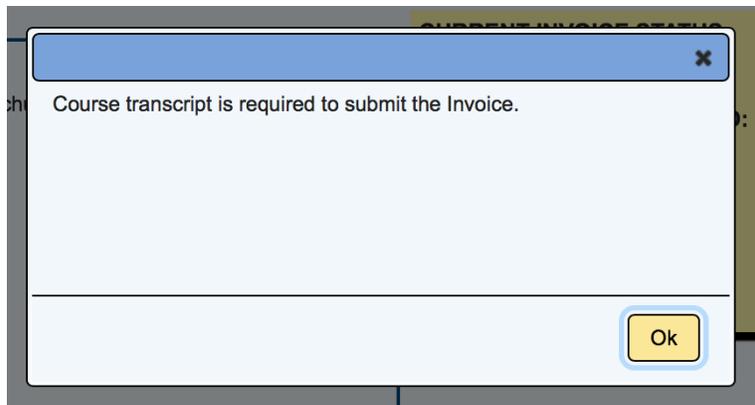
Amount to be paid by ODE for this Invoice: \$1,785.74

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

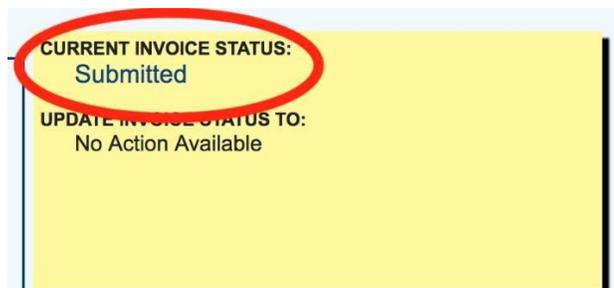
16. To Submit the invoice, you may need to scroll to the bottom of the invoice window.



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.



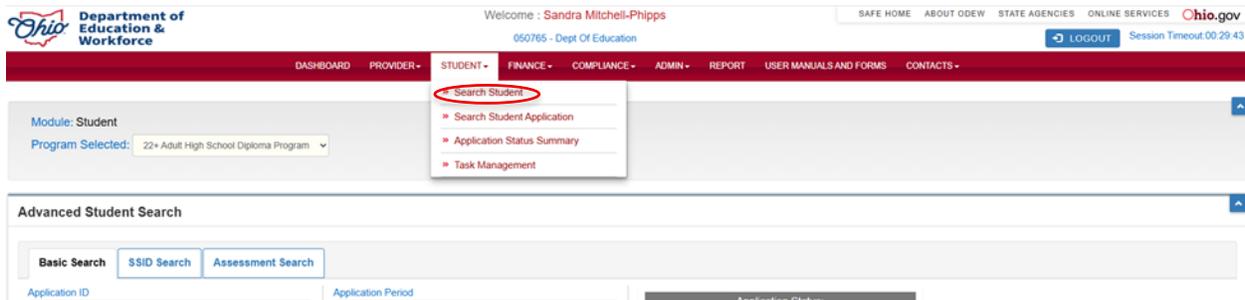
18. Participants receive an email informing them that an invoice was submitted for their approval. Please explain to participants that they are NOT receiving a bill; the action of accepting the invoice allows the Department of Education to pay for the coursework the participant completed.

## Reviewing Existing Invoices

There are three ways to access an existing invoice:

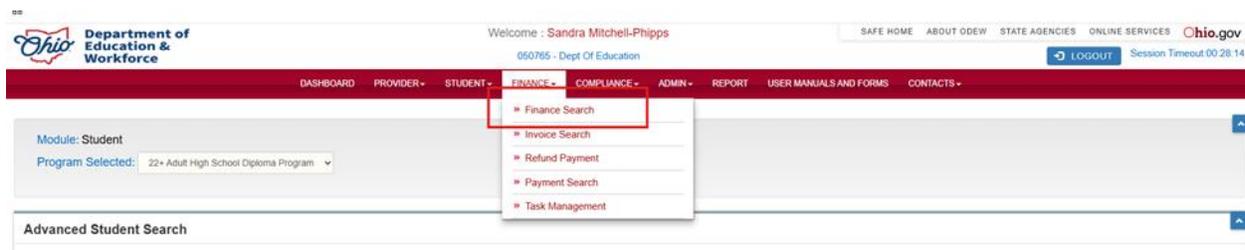
### 1. Search Student Application

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



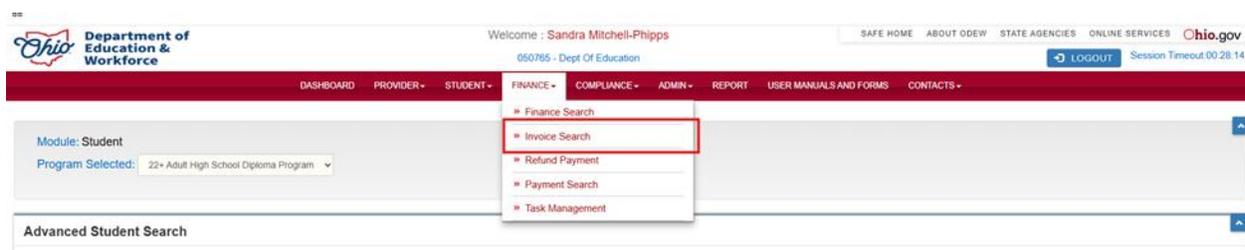
### 2. Finance Search

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 F	9 169985	063297	Lorain Co Community College	043943	Elyria City Schools	Accepted	6/1/2018	Renew.	

Click on *View Finance Details*.

ID: 480738 Name: Benjamin Marie Chen Period: Adult Learner FY 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
Student Information							CURRENT SSID STATUS:

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

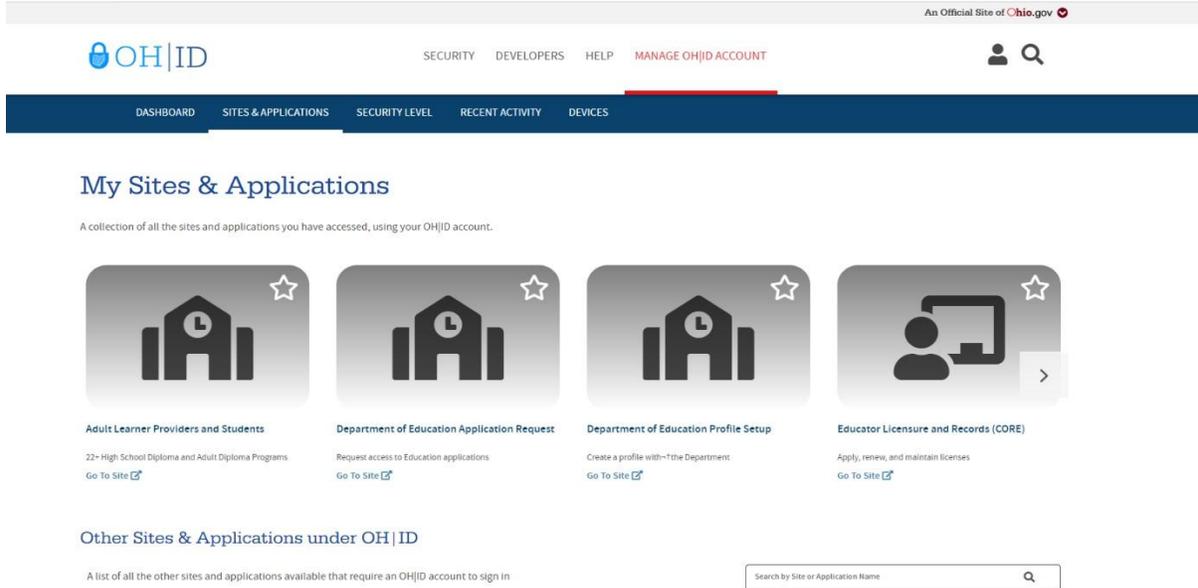
ID: 480738 Name: Benjamin Marie Chen Period: Adult Learner FY Type: Renewal Application Status: Accepted

Viewing Student: 1 of 1

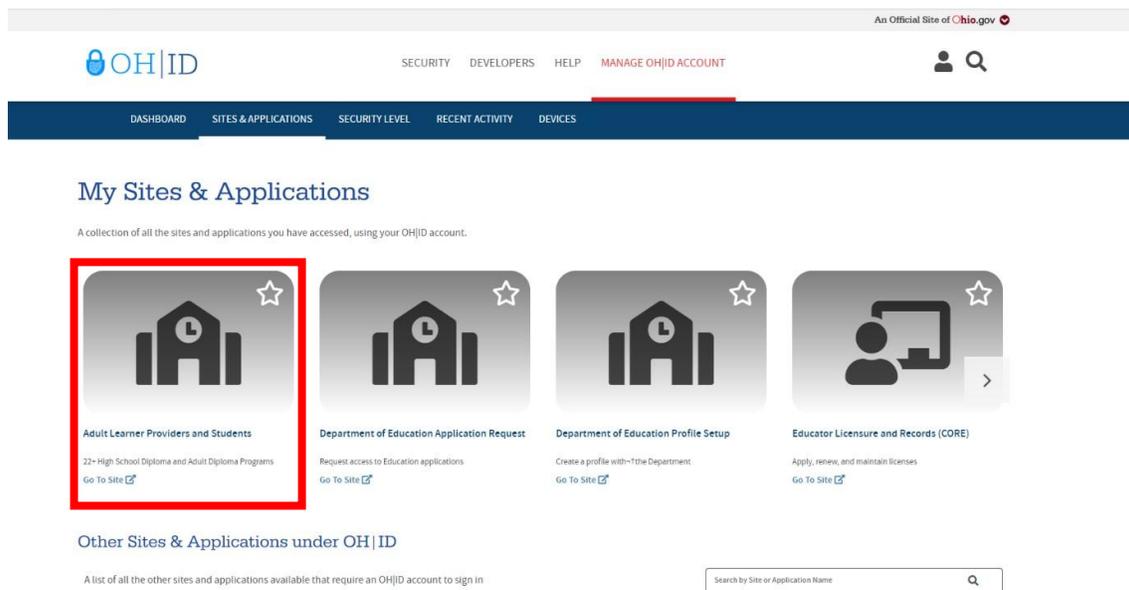
ATTENDANCE	<b>INVOICE</b>	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE COMMENTS
Invoice Information					

# Student Accept an Invoice

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



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 includes a table with columns for 'TASK TITLE', 'START DATE', and 'STATUS'. One task is listed: '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 this task.

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

This screenshot is similar to the previous one, but the 'Task List' section is circled in red. Additionally, the 'PROCEED' button for the first task is also circled in red.

5. A window will open.

The screenshot shows an 'Invoice' window with the following details:

- 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		
<b>Total amount requested in this Invoice:</b>					<b>\$357.14</b>		

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.



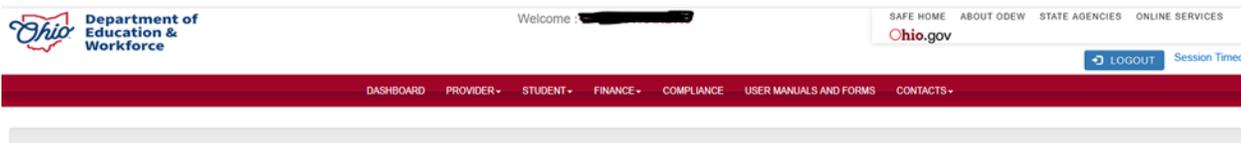
7. The Current Invoice Status changes to *Invoice Accepted*.



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](mailto: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](http://Education.Ohio.gov)

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

Provider name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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

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

**Hours Worked – Credits Granted:**

120 contact hours = 1 Career Technical Education (CTE) Credit

Maximum of number of credits can be earned:

(credits are based on Graduation Requirements when the applicant entered the 9<sup>th</sup> Grade)

Please detail educational options related to CTE:

i.e.: Educational options can include the following:

- Work Experience and/or
- Life Experience

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
HSD Provider Signature              Date

25 South Front Street  
Columbus, Ohio 43215 U.S.A.  
[education.ohio.gov](http://education.ohio.gov)

877 | 644 6338  
For people who are deaf or hard of  
hearing, please call Relay Ohio first at 711.

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

## Credit Review Form 1963 - 1989

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (18)	Credits Earned	Credits Needed	
Proof Address_____	ID_____	Transcript_____	IEP_____	Proof CTE credit				
<b>ENGLISH</b>					<b>3</b>			
<b>MATH</b>					<b>2</b>			
<b>SOCIAL STUDIES</b>		Am History (1)	Am Govt (1)		<b>2</b>			
<b>SCIENCE</b>					<b>1</b>			
<b>PE/HEALTH</b>		PE (1/2)	Health (1/2)		<b>1</b>			
<b>ELECTIVES</b> (Must complete 3 units in another subject besides ELA)		ELA	Math	SS	<b>9</b>			
		Foreign Lang	Visual/Performin gArts	Business				Technology
		Career Tech	Industrial Arts					

## Credit Review Form 1990 – 2001

Name _____		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (18)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit _____			
ENGLISH					<b>3</b>		
MATH					<b>2</b>		
SOCIAL STUDIES	Am History (1)	Am Govt (1)			<b>2</b>		
SCIENCE					<b>1</b>		
PE/HEALTH	PE (1/2)	Health (1/2)			<b>1</b>		
ELECTIVES (Must complete 3 units in another subject besides ELA)	ELA	Math	SS	S	<b>9</b>		
	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 9<sup>th</sup> grade for first time in 1997 and beyond

## Credit Review Form 2002 – 2003

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript	IEP _____	Proof CTE credit			
<b>ENGLISH</b>					<b>4</b>		
<b>MATH</b>					<b>3</b>		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			<b>3</b>		
<b>SCIENCE</b>	Biology	Physical Science *			<b>2</b>		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			<b>1</b>		
<b>ELECTIVES</b> (Must include 1 credit of business/tech, finearts and/or foreignlanguage)	Bus/Tech	Fine Arts	Foreign Lang	<b>7</b>			
	ELA	Math	SS				
	Science	Career Tech	Industrial Arts				
<b>ASSESSMENTS</b>	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 9<sup>th</sup> grade for first time in 1997 and beyond

## Credit Review Form 2004 – 2009

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

## Credit Review Form 2010 – 2013

Name		App ID	Provider	Year Enter 9 <sup>th</sup> grade	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript	IEP _____	Proof CTE credit			
<b>ENGLISH</b>					<b>4</b>		
<b>MATH</b> (incl. Alg 2 or equiv.)					<b>4</b>		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			<b>3</b>		
<b>SCIENCE</b>	Physical Science *	Life Science **	Adv Study		<b>3</b>		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			<b>1</b>		
<b>CHECK OFF ONLY:</b>	Fine Arts (2 semesters) _____ (grades 7-12)		Economics and Financial Literacy				
<b>ELECTIVES</b> (Must include 1 credit of business/tech, fine arts and/or foreign language)	Foreign Lang	Fine Arts	Business	Career tech	<b>5</b>		
	FCS	Technology	Ag Ed	JROTC			
<b>ASSESSMENTS</b>	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 9<sup>th</sup> grade for first time in 1997 and beyond

# Credit Review Form 2014 – Present

Name _____		App ID _____	Provider _____	Year Enter 9 <sup>th</sup> grade _____	Credits Required (20)	Credits Earned	Credits Needed
Proof Address _____	ID _____	Transcript _____	IEP _____	Proof CTE credit _____			
<b>ENGLISH</b>					4		
<b>MATH</b> (incl. Alg 2 or equiv.)					4		
<b>SOCIAL STUDIES</b>	Am History (1/2)	Am Govt (1/2)			3		
<b>SCIENCE</b>	Physical Science *	Life Science **	Adv Study		3		
<b>PE/HEALTH</b>	PE (1/2)	Health (1/2)			1		
<b>ELECTIVES</b> <small>(Must include 1 credit of business/tech, fine arts and/or foreign language)</small>	Foreign Lang	Fine Arts	Business	Career tech	5		
	FCS	Technology	Ag Ed	JROTC			
<b>CHECK OFF ONLY:</b>	Fine Arts (2 semesters) (grades 7-12) _____			Economics and Financial Literacy _____			
<b>OGT Assessments</b>	Reading	Writing	Math	Science	Social Studies		
<b>End of Course Exams</b>	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		
<b>Industry Recognized Credential</b>	Proof of completion on a 12-point credential			Composite Score of 12 on 3 Work Keys Assessments			
<b>ACT/SAT</b>	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) _____	
<b>Diploma Seals</b>							

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

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