

How to Submit the 22+ High School Program and Competency-Based Pilot Program Student Application

Purpose

The purpose of this checklist is to guide providers through the process of submitting participant applications in the HSD system.

Submitting the Participant Application

Provider Login

1. Log into the [OH|ID website](#) using your username and password.
2. Verify your security information.
3. Select the "Sites and Application" tab.
4. Click "Open App" on the Adult Learner Providers and Students application.
5. Click the three lines beside "Select Program" in the top left corner.
6. Click "22+ Adult High School Diploma Program" from the options for the 22+ Program applications.

Enter Student Information

1. Select "Search Student Application" from the "Student" dropdown in the red banner near the top of the screen.
2. Select "Submitted" under the "Application Status".
3. Ensure that the "Application Period" shows the current fiscal year.
4. Before entering the "Students ID" number in the basic search section, be sure the application status is not selected. Be sure "All" is selected under the "Application Period" dropdown. Then click "Search."
 - a. If only one application appears, continue to the next step.
 - b. If more than one application appears, confirm the student is eligible to participate in the program by ensuring the previous application was never in "accepted" status other than the previous fiscal year.
5. Proceed with an application for students that meet eligibility requirements.
 - a. Open the Credit Recovery Plan and identify the year the participant entered the 9th grade for the first time. This determines the minimum graduation requirements for that individual.
6. Open the documents tab and upload the following documents:
 - a. Proof of residency dated within 90 days with full name and address
 - b. ID or birth certificate to verify age
 - c. Individualized Education Plan (IEP), it must be verified, signed, and dated

- d. Past transcripts
- e. Assessment scores for 9th Grade Proficiency Tests, Ohio Graduation Tests and/or End of Course assessments
- f. Work/ Life experience document.

Transcript Review

1. Open all transcripts for the participant and use the graduation requirements checklist to identify the number of credits earned across academic content areas, elective credits, and assessments completed.
2. Review additional assessment documentation (if applicable).
3. Review the IEP to determine any end-of-course assessment exemptions.
4. Review the work/life experience document for elective credits.
5. Enter all credits and assessments earned under the “past credits” tab of the application
6. Compare prior credits identified in the "Past Credits Earned" tab to the "Credit Recovery Plan" tabs, checking for discrepancies .
7. Submit student application using the “Status/Flags” tab.

ODEW Review

8. Move application to “Correction Needed” status if there is a discrepancy between the provider and DEW staff.
9. If there is not discrepancy with the provider’s assessment of past credits and credit recovery plan, DEW staff will move to “Under Review” status.

High School Diploma Verification

10. Following the-high school equivalency check , DEW staff will move application to awarded status. If funding is not available, DEW staff will move the application to waitlist status.
11. Provider staff will change the status to “accept”, award the application, and enroll the student in classes. Year one begins for the student.