

Purpose

The purpose of this checklist is to guide providers through the process of submitting applications of participants who are pursuing the alternate graduation pathway.

Submitting the Alternate Graduation Pathway Application

Provider Login

1. Log into the [OH|ID website](#) with 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.

Participant Application

7. Click on “Adult Learner Providers and Students” tile.
8. Select the program drop down “22+ Adult High School Diploma Program” on the Adult Dashboard.
9. Review the participant’s transcript to identify the best alternate pathway.
10. Select the “Student” drop down on the red header bar.
11. Select “Search Student Application”.
12. Enter the application or student ID number.
13. Open participant application.
14. Click on “Comment/History” tab.
15. Click “Add New Subject” (a dialogue box will appear).
16. Enter a comment subject line “Alternate Pathway” and pertinent information for the chosen pathway in the comment field and press “Add”.
17. Click the “Docs” tab.
12. Click “Upload Documents” and select pertinent documents to the alternate pathway.
13. Click on the “Assessments” tab and request the appropriate waivers related to the alternate pathway.
14. Inform DEW staff a waiver has been requested.