

22+ Adult High School Diploma New Student Application

User Manual

GUIDANCE ON SUBMITTING A STUDENT APPLICATION
FOR THE 22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM.

September 2016



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Guidance

- Providers are required to provide career counseling to an adult learner that ensures the adult learner is aware of each of the adult learner options available to the adult learner. (Link to the ODE Adult Options website.)
- Providers shall develop an individual Student Success Plan with each adult learner based on the credits and assessments the adult learner needs to pass in order to earn a high school diploma.
- Providers shall develop an attendance policy and document student attendance.
- Dropout Prevention and Recovery Program community schools and city, local or exempted village school district providers shall award a diploma to an adult learner who passes all required all high school credits and applicable testing requirements.
- For community colleges and joint vocational school districts, the adult learner's school district of residence shall issue a diploma within 60 days after the district of residence receives a certificate of completion.
- Adult learners must meet the following criteria to participate in the 22+ Adult High School diploma program:
 - Must be at least 22 years of age, and
 - Not have received a high school diploma from an Ohio charter school or a city, local or exempted village school district or a general educational development (GED) certificate.
 - Must be a resident of Ohio.

Provider Application Resources

Program application resources are available [here](#). A webinar recording is available [here](#).

Student Application Resources

Student application resources are available [here](#). A webinar recording is available [here](#).

Completing the Student Application

Once the Ohio Department of Education approves the Provider Application, the provider may begin to enroll students using the information and steps provided in the student Application user manual.

The screen shots and guidance information included in this manual provide a step-by-step process for completing a 22+ Adult High school diploma program student Application.

1. Log-in to your SAFE Account

Sign in to your SAFE account via the SAFE Account login page (these are the same steps you take when you access the Provider Application).



What is SAFE?
The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software security solution for ODE customers.

Don't have a SAFE account? [Sign Up](#)
[Safe Sign up help](#)

Started sign up process? [Check Signup Status](#)

Sign in with your SAFE Account

Are you an ODE employee?

User Name

Password [Forgot user name or password?](#)

[Sign In](#)

2a Access the Adult Learner System

Click on the Adult learner Web system link.

sthsgnom061903 scholar	Change Name	Change Password
	Change Email	Request access to Adult learner/Scholarship/CCIP
	Change Address	Web system access information
	Change Phone	Show my current roles/access

Web Systems	Description
Adult Learner	Adult Learner
ESL	FSL - Forms and Surveys List
ODE CORE	Online Licensure System
STARS V2.0	STARS Professional Development and Technical Assistance System

2b Access the 22+ Adult High School Diploma Program

PROGRAM SELECTION

Please select one of the available programs

22+ Adult High School
Diploma Program (Adult
Learner)

Adult Diploma Program
(Adult Diploma)

3. Provider Landing Page

Click on the details button at the bottom right corner to open the provider application or type in the provider information in the boxes provided on the page and then click on the search tab in the bottom left corner of the page. Select the 2017 Application Period.

The screenshot shows the 'PROVIDER SEARCH PAGE' with the following elements:

- Navigation tabs: Provider, Student, Finance, Compliance, User Manuals and Forms, Contacts.
- Program Information: Program Selected: 22+ Adult High School Diploma Program.
- Search Filters: PROVIDER NAME, PROVIDER IRN, COUNTY (All), APPLICATION PERIOD (Adult Learner FY 2017).
- Application Status: Correction Needed, Resubmitted, Started, Submitted, Terminated.
- Instructions: 1. Select or enter optional criteria. 2. Click SEARCH. 3. Scroll down to see search results. 4. Click "Details" icon on the far right.
- Buttons: Search, Reset.
- Checkboxes: ONLY SHOW MY PROVIDERS (checked).
- Sort Order: Provider Name.
- Results: 1 result(s) returned.
- Table with columns: NAME, IRN, COUNTY, PERIOD, PROGRAM, STATUS, DETAILS.

NAME	IRN	COUNTY	PERIOD	PROGRAM	STATUS	DETAILS
Alliance	043497	Stark	Adult Learner FY 2016	Adult Learner	Approved	

4. New Student Application

Click on the Student Tab (upper left corner the second tab over – to the right of the Provider Tab) to open the drop-down box in order to select the New Scholarship Application which will access the ADVANCED STUDENT SEARCH PAGE.

The screenshot shows the 'PROVIDER SEARCH PAGE' with the following elements:

- Navigation tabs: Student, Finance, Compliance, User Manuals and Forms, Contacts.
- Program Information: Program Selected: 22+ Adult High School Diploma Program.
- Search Filters: PROVIDER NAME, PROVIDER IRN, COUNTY (All), APPLICATION PERIOD (Adult Learner FY 2016).
- Application Status: Approved, Correction Needed, Denied, Resubmitted, Started, Submitted, Terminated.
- Instructions: 1. Select or enter optional criteria. 2. Click SEARCH. 3. Scroll down to see search results. 4. Click "Details" icon on the far right.
- Buttons: Search, Reset.
- Checkboxes: ONLY SHOW MY PROVIDERS (checked).
- Sort Order: Provider Name.
- Results: 1 result(s) returned.
- Table with columns: NAME, IRN, COUNTY, PERIOD, PROGRAM, STATUS, DETAILS.

NAME	IRN	COUNTY	PERIOD	PROGRAM	STATUS	DETAILS
Alliance	043497	Stark	Adult Learner FY 2016	Adult Learner	Approved	

5. Student Search for Creating a New Application

Click on the Student drop-down tab located in the top left of the page. Select “New Student Application” which will give you access to the Student Search for Creating a New Application page. Then enter student information in the three required fields (Date of Birth, First name and last name). Then click on the Search button in the lower left corner.

Provider ▾ Student ▾ Finance ▾ Compliance User Manuals and Forms Contacts ▾

Program Information

Program Selected: 22+ Adult High School Diploma Program
043497 - Alliance
Select Another Program or Org

Student Search for Creating a New Application

Application Period: Adult Learner FY 2017 ▾

*Student Date of Birth: (mm/dd/yyyy) SSID:

*Student First name: *Student Last name:

Current last name is different than birth certificate

*Required Fields

Search Reset

Student Search validation:

Student Date of Birth is a required field.
Student First Name is a required field.
Student Last Name is a required field.

Ok

3 Required Fields

6. Add New Student Application

If the information entered for the student search does not give you access to information on the student, (which it should not, if it is a new student) then click on the red **HERE** bottom left to create a new student application.

Student Search for Creating a New Application

Application Period: Adult Learner FY 2017 ▾

*Student Date of Birth: 06/23/1980 (mm/dd/yyyy) SSID:

*Student First name: Frank *Student Last name: James

Current last name is different than birth certificate

*Required Fields

Search Reset

Click the Red HERE to add a New

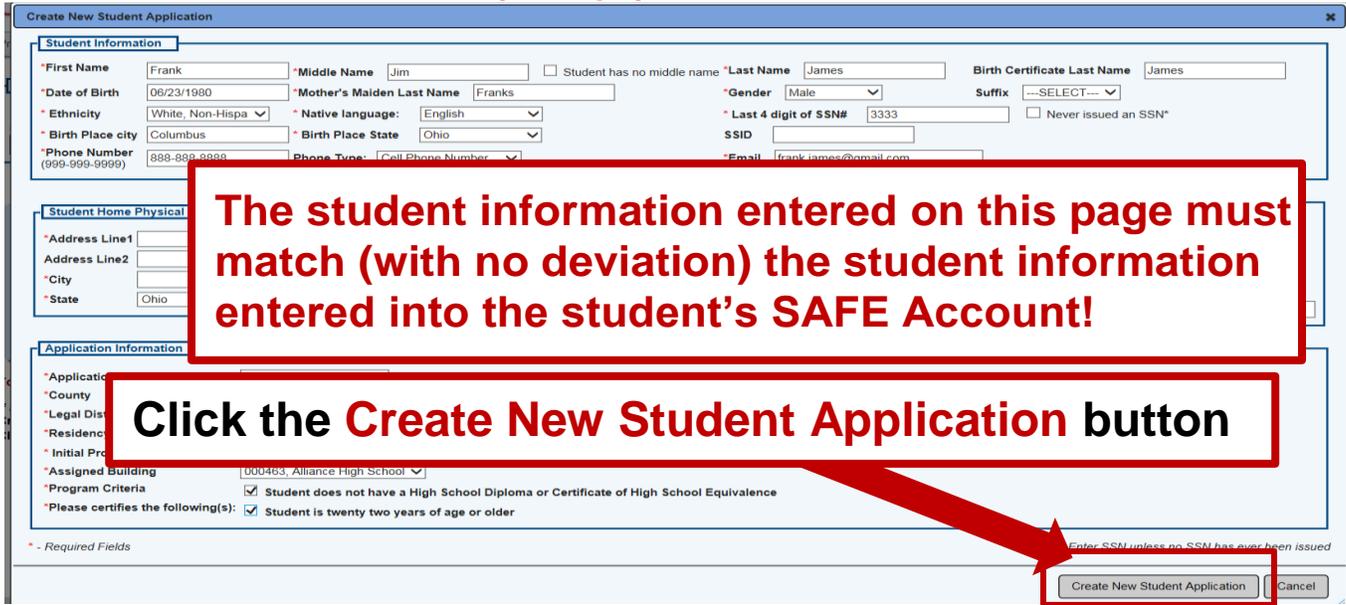
Your search parameters returned 0 results.

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

7. Enter Basic Student Information

To ensure correct student data is established, maintained and available for future tracking and transfer, **it is imperative** the student's data is correct: last name, first name, gender, date of birth, middle name, birth place city, ethnicity, language and mother's maiden name. **The student information entered on this page must match (with no deviation) the student information entered into the student's SAFE Account! It will be used to verify and pay student invoices.**

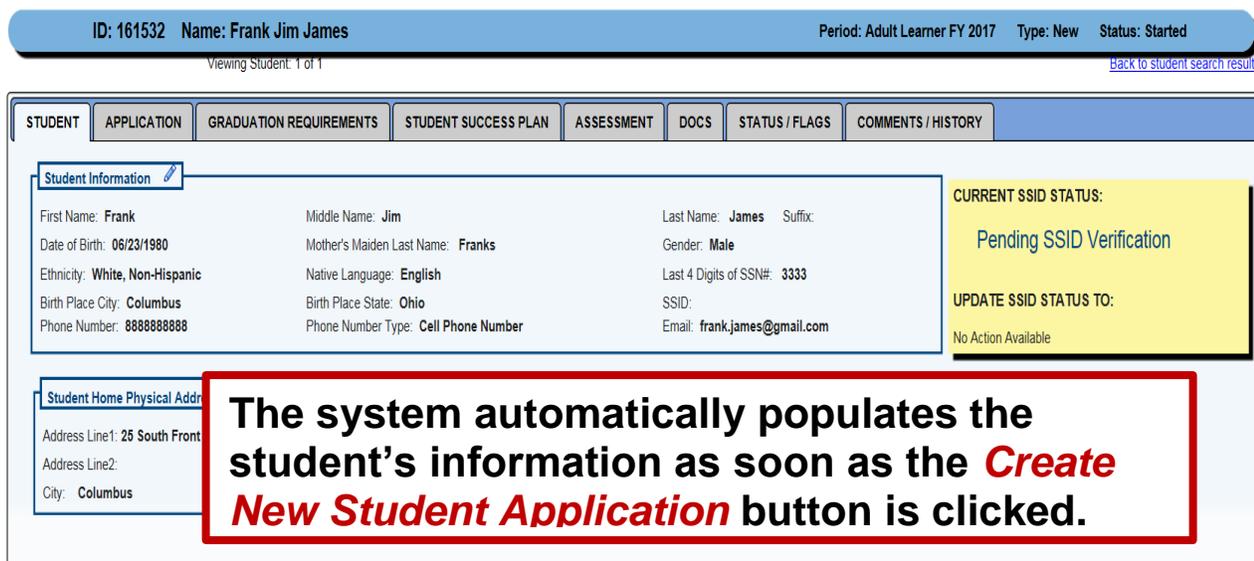


The student information entered on this page must match (with no deviation) the student information entered into the student's SAFE Account!

Click the Create New Student Application button

8. A New Student Application is created

The system automatically creates a new student application with the student's information populated when the provider clicks the "Create New Student Application" button. The Provider will be able submit the new application to ODE for approval once the provider enters all required information and uploads the documents as required per each of the 7 tabs.



ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started

Viewing Student: 1 of 1 [Back to student search results](#)

STUDENT	APPLICATION	GRADUATION REQUIREMENTS	STUDENT SUCCESS PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
Student Information							CURRENT SSID STATUS: Pending SSID Verification UPDATE SSID STATUS TO: No Action Available
First Name: Frank	Middle Name: Jim	Last Name: James	Suffix:	Gender: Male	Last 4 Digits of SSN#: 3333	SSID:	Email: frank.james@gmail.com
Date of Birth: 06/23/1980	Mother's Maiden Last Name: Franks	Ethnicity: White, Non-Hispanic	Native Language: English	Birth Place City: Columbus	Birth Place State: Ohio	Phone Number: 8888888888	Phone Number Type: Cell Phone Number
Student Home Physical Address							The system automatically populates the student's information as soon as the <i>Create New Student Application</i> button is clicked.
Address Line1: 25 South Front							
Address Line2:							
City: Columbus							

9. Application Information Page

The system automatically populates the information on the Application page from the information entered on the Student Application Page.

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started
Viewing Student: 1 of 1 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Application Information:
Initial Provider: 043497, Alliance
Program Criteria: Student does not have a High School Diploma or Certificate of High School Equivalence
Student is twenty two years of age or older

AWARD INFO
Application Status: Started
No Award Info Available

Legal District of Residency:

Name	Residency Begin Date	Residency End Date		
043802, Columbus Public Schools	07/01/2016			

List of Providers

Name	Enrollment Start Date	Enrollment End Date		
* 043497, Alliance	07/01/2016			

* Indicates Providers who can update Student data

10. Graduation Requirements Page – Initial Information

To establish the courses and assessments the student must pass to earn a high school diploma, click on the Graduation Requirements tab and then click the “Enter Passed Graduation Details” button.

ID: 161532 Name: Frank Jim James
Viewing Student: 1 of 1

STUDENT APPLICATION GRADUATION REQUIREMENTS

Enter Passed Graduation Details

11a. Student School History Information

When a box opens, enter the required Student School History Information. **It must be accurate!**

1. Enter the year when the student first entered ninth grade.
2. Select the highest grade completed by the student from the drop down.
3. Enter the last academic year the student completed.
4. Enter the name and address of the school the student **last attended**.
5. Click Save to save the student’s school history information.

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

Save Cancel

This information must be accurate.

11b. Saving the Student School History Information

The screenshot shows a web form titled "Enter School History". The form contains several fields with asterisks indicating they are required:

- *Year student first entered 9th grade: 1995
- *Highest grade completed: (empty)
- *Last academic year completed: (empty)
- *Name of last school attended: Franklin Heights HS
- *Last school address: 25 S. Front Street, columbus, Ohio 43215

At the bottom of the form, there are two buttons: "Save" and "Cancel". A red callout box with a white background and a red border contains the text: "Please double check this information before you click Save." A red arrow points from the callout box to the "Save" button.

11c. Double Check the Student School History Information

The screenshot shows the same "Enter School History" form as in 11b, but with a warning message dialog box overlaid. The dialog box is titled "Message from webpage" and contains a question mark icon and the following text: "Once the information is saved, you will not be able to change or update it. Please check the accuracy of the information that has been provided before you click 'OK'". The dialog box has "OK" and "Cancel" buttons.

Below the dialog box, the form fields are visible:

- Year student first entered 9th grade: 1995
- Highest grade completed: 11th Grade
- Last academic year completed: 1998
- Name of last school attended: Franklin Heights HS
- Last school address: 25 S. Front Street, columbus, Ohio 43215

A red callout box with a white background and a red border is positioned at the bottom right of the form, containing the text: "Once the information is saved you will not be able to change or update it!"

Entering Student Graduation Requirement Information

Note: This section applies to new but not to renewal student applications. The Graduation Requirements entered for students who were enrolled in 2016 and in Accepted Status may be rolled over into their 2017 application when the provider renews the student's 2017 application.

For New Students entering course and assessment information:

The HSD Nominator uses the student's transcript (s) to document the courses and assessments the student passed in high school. The HSD Nominator selects the Content and Elective course credit numbers in the drop down box located to the right of the subjects as indicated on the student's transcripts as credits passed. The boxes include the maximum number of credits the student needs to pass to meet the graduation requirements that were in place when the student initially enrolled in the 9th Grade.

To the right of the Elective Subjects is the Assessment Passages selection. The student is required to pass the assessments that students were required to pass when the student initially entered the 9th grade. The HSD Nominator verifies the student passed the assessments by reviewing the student's transcripts. Note: a passing assessment score is at least 400.

Prior Learning Experiences

The HSD Nominator must enter the course credits on the Graduation Requirement page the provider has determined as earned through approved *prior learning experiences*.

Note: The HSD Nominator may use the 22+ Graduation Requirements document to verify the graduation requirements that were in place when the student entered the 9th grade.

12a. The HSD Nominator must only enter verifiably accurate data.

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started
Viewing Student: 1 of 1 [Back to student search res](#)

STUDENT	APPLICATION	GRADUATION REQUIREMENTS	STUDENT SUCCESS PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
---------	-------------	-------------------------	----------------------	------------	------	----------------	--------------------

Student first entered 9th grade year: 1995
Highest grade completed: 11
Last academic year completed: 1998
Name of the last school attended: Franklin Heights HS

CURRENT STATUS:
STARTED

Content Subjects:		Elective Subjects:		Assessment Passage:	
Subjects	Credits	Subjects	Credits	Subjects	Test Type
English Language Arts	0.0	English Language Arts	0.0	<input type="checkbox"/> Mathematics	OGT
Mathematics	0.0	Mathematics	0.0	<input type="checkbox"/> Reading	OGT
Social Studies	0.0	Social Studies	0.0	<input type="checkbox"/> Science	OGT
American History	<input type="checkbox"/>	Science	0.0	<input type="checkbox"/> Social Studies	OGT
American Government	<input type="checkbox"/>	Foreign Language	0.0	<input type="checkbox"/> Writing	OGT
Science	0.0	Visual or Perform	0.0	** Only check the box if the student has passed the assessment	
Health and Physical Education	0.0	Business	0.0	Check the assessments as <u>PASSED</u> for all assessments that have waivers.	
		Technology	0.0		
		Career Technical	0.0		
		Industrial Arts	0.0		

*Use the dropdown boxes to complete the graduation requirements which will create a Student Success Plan.

Finalize Passed Credits/Assessment Save Passed Credits/Assessment Cancel

Note: Use of Waivers

When enrolling students who are eligible to utilize an assessment waiver (special education, science, etc.), please check the assessment as **passed** on the **Graduation Requirements** page. Upload the appropriate assessment waiver document by selecting the *Proof of Medical Waiver* option on the *Document Page*.

12b. Student Content, Electives and Assessment Info

In the example below, Frank James passed 6.5 of the 9 required Content Courses, 5 of the 9 Elective Courses and 3 of the 5 required assessments.

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started
Viewing Student: 1 of 1 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Student first entered 9th grade year: 1995 Last academic year completed: 1998
Highest grade completed: 11 Name of the last school attended: Franklin Heights HS

CURRENT STATUS: STARTED

Content Subjects:	
Subjects	Credits
English Language Arts	2.0
Mathematics	2.0
Social Studies	1.0
American History	<input checked="" type="checkbox"/>
American Government	<input type="checkbox"/>
Science	0.5
Health and Physical Education	1.0

Content Credit drop-down boxes

Elective Subjects:	
Subjects	Credits
English Language Arts	1.0
Mathematics	2.0
Social Studies	2.0
Science	0.0
Foreign Language	0.0
Visual or Performing Arts	0.0
Business	0.0
Technology	0.0
Career Technical	0.0
Industrial Arts	0.0

Elective Credit drop-down boxes

Assessment Passage:	
Subjects	Test Type
<input type="checkbox"/> Mathematics	OGT
<input type="checkbox"/> Reading	OGT
<input checked="" type="checkbox"/> Science	OGT
<input checked="" type="checkbox"/> Social Studies	OGT
<input checked="" type="checkbox"/> Writing	OGT

Check the assessments as PASSED for all assessments that have waivers.

** Only check the box if the student has passed the assessment

*Use the dropdown boxes to complete the graduation requirements which will create a Student Success Plan.

Finalize Passed Credits/Assessment Save Passed Credits/Assessment Cancel

12c. Finalize, Save and Cancel Buttons

Once you enter the Content and Elective credit and Assessment data for the adult learner, please double check the information to ensure it is correct. In fact, we strongly suggest you save the information by selecting the **Save Passed Credits and Assessment** button, and then ask someone to double check the graduation information you have entered for the student using the student's transcripts. This will help to ensure the graduation information is correct prior to finalizing the page.

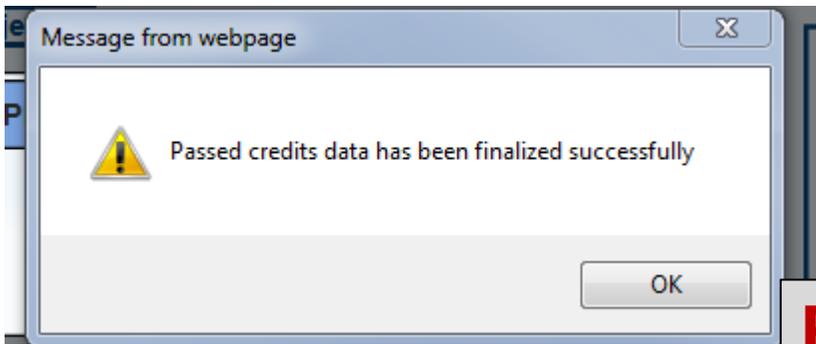
Finalize Passed Credits/Assessment **Save Passed Credits/Assessment** Cancel

12d. Once finalized, this information cannot be easily or quickly changed.

Message from webpage

Once you finalize the passed credit/assessment data, you will not be able to change or update the data. Please check the accuracy of the data before clicking 'OK'.

OK Cancel



Finalized

ID: 161532 Name: Frank Jim James Type: New Status: Started

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Student first entered 9th grade year: 1995 Last academic year completed: 1998
 Highest grade completed: 11 Name of the last school attended: Franklin Heights HS

CURRENT STATUS:
FINALIZED

Content Subjects	Required	Passed	Elective Subjects	Required	Passed	Assessment Passage
English Language Arts	3	2	English Language Arts	9.0	5.0	<input type="checkbox"/> Mathematics
Mathematics	2	2	Mathematics		1	<input type="checkbox"/> Reading
Social Studies	2	1	Social Studies		2	<input checked="" type="checkbox"/> Science
American History		<input checked="" type="checkbox"/>	Science		0	<input checked="" type="checkbox"/> Social Studies
American Government		<input type="checkbox"/>	Foreign Language		0	<input checked="" type="checkbox"/> Writing
Science	1	0.5	Visual or Performing Arts		0	
Health and Physical Education	1	1	Business		0	
			Technology		0	
			Career Technical		0	
			Industrial Arts		0	

	Required	Passed
Content	9.0	6.5
Elective	9.0	5.0
Total:	18.0	11.5
Assessment:	5	3

Student Success Plan

13a. New Student Success Plan

When the HSD Nominator finalizes the Graduation Requirements page the system automatically creates an individualized Student Success Plan for new students based on the content and elective courses and assessments the student is required to pass to earn a high school diploma.

STUDENT	APPLICATION	GRADUATION REQUIREMENTS	STUDENT SUCCESS PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
Year One							
Content Subjects	Planned	Passed	Elective Subjects	Planned	Passed	Assesment Subjects	CURRENT STATUS:
English Language Arts	0.0	0.0	English Language Arts	0.0	0.0	<input type="checkbox"/> Mathematics	STARTED
Social Studies	0.0	0.0	Mathematics	0.0	0.0	<input type="checkbox"/> Reading	
American Government	<input type="checkbox"/>		Social Studies	0.0	0.0		<input type="checkbox"/> I plan on graduating this year.
Science	0.0	0.0	Science	0.0	0.0		Summary:
			Foreign Language	0.0	0.0		OPTION 2 TRACK SELECTED
			Visual or Performing Arts	0.0	0.0		Planned
			Business	0.0	0.0		Passed
			Technology	0.0	0.0		Content: 0.0 0.0
			Career Technical	0.0	0.0		Electives: 0.0 0.0
			Industrial Arts	0.0	0.0		Assessments: 0 0
							Totals: 0.0 0.0
							Award Amount: \$ 0.00
							Total Paid So Far: \$0.00

13b. Completed Student Success Plan

The HSD Nominator meets with the student to discuss the student’s goals and to identify the courses, electives and assessments the student hopes to pass this year. In the example below, the student chooses to take 2.5 content, 4 electives courses and 2 assessments this year. The student plans to pass all of the requirements in order to graduate this year as indicated by the check in the “I plan on graduating this year.” box. The Plan is in **STARTED** status.

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started
Viewing Student: 1 of 1 [Back to student search res](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS **STUDENT SUCCESS PLAN** ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Year One

Content Subjects	Planned	Passed	Elective Subjects	Planned	Passed	Assesment Subjects
English Language Arts	1.0	0	English Language Arts	0.0	0	<input checked="" type="checkbox"/> Mathematics
Social Studies	1.0	0	Mathematics	0.0	0	<input checked="" type="checkbox"/> Reading
American Government	<input checked="" type="checkbox"/>		Social Studies	0.0	0	
Science	0.5	0	Science	0.0	0	
			Foreign Language	0.0	0	
			Visual or Performing Arts	0.0	0	
			Business	0.0	0	
			Technology	0.0	0	
			Career Technical	4.0	0	
			Industrial Arts	0.0	0	

Content Credit drop-down boxes

Content Credit drop-down boxes

Assessments

I plan on graduating this year.

CURRENT STATUS: STARTED

Summary:

OPTION 2 TRACK SELECTED

	Planned	Passed
Content:	2.5	0
Electives:	4.0	0
Assessments:	2	0
Totals:	8.5	0
Award Amount:		\$ 5000.00
Total Paid So Far:		\$0.00

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

Finalize Plan Save Cancel

13c. Finalizing the Student Success Plan

Once the HSD Nominator finalizes the Student Success Plan, you will **not** be able to change or update the data; therefore, ensure you double check the accuracy of the data before clicking **OK**.

Message from webpage

Once you finalize the student success plan, you will not be able to change or update it. Please check the accuracy of the data before clicking 'OK'.

OK Cancel

13d. Finalized Student Success Plan

If the student passes the **2.5** planned credits for content subjects, the 4 planned credits for elective subjects and passes the 2 planned Ohio Graduation Tests in Mathematics and Reading, the provider will be paid **\$5000 based on the Option 2 Track Payment Amounts**. See the Payment System User Manual for details on the amounts per course and assessment and the payment process.

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started
 Viewing Student: 1 of 1 [Back to student search re](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Year One

Content Subjects	Planned	Passed	Elective Subjects	Planned	Passed	Assesment Subjects
English Language Arts	1.0	0	English Language Arts	0.0	0	<input checked="" type="checkbox"/> Mathematics
Social Studies	1.0		Mathematics	0.0	0	<input checked="" type="checkbox"/> Reading
American Government	<input checked="" type="checkbox"/>		Social Studies	0.0	0	
Science	0.5	0	Science	0.0	0	
			Foreign Language	0.0	0	
			Visual or Performing Arts	0.0	0	
			Business	0.0	0	
			Technology	0.0	0	
			Career Technical	4.0		
			Industrial Arts	0.0	0	

CURRENT STATUS:
FINALIZED

I plan on graduating this year.

Summary:
OPTION 2 TRACK SELECTED

	Planned	Passed
Content:	2.5	0
Electives:	4.0	0
Assessments:	2	0
Totals:	8.5	0
Award Amount:		\$ 5000.00
Total Paid So Far:		\$0.00

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

Finalize Plan Save Cancel

13e. Payment Options

HSD Payment Amounts:

Payment 1 Option:

If student has 7 or less credits remaining to obtain a HSD the system will Automatically select payment option 1.

- 600 for each course credit and/or OGT passed up to \$4,200 in one year.
- \$800 for successfully passing remaining courses and/or OGTs and earning a HSD.

Payment 2 Option:

If student has 8 or more credits remaining to obtain a HSD: The system will Automatically select payment option 2.

- \$714.28 for each course credit and/or OGT passed up to \$5,000 in one year.
- \$800 for successfully passing remaining courses and/or OGTs and earning a HSD.

Assessment Page

14a. The Assessment Page

As with the Success Plan, the system automatically populates assessment information for the student based on the information entered on the Graduation Page

← ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Under Review
Viewing Student: 4 of 9 [Back to student search](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Student Information

Primary Provider: 043497, Alliance DOB: 06/23/1980
Current Grade Level: Not Specified Gender: M
SSID: Ethnicity: White, Non-Hispanic
Submitted Document Type: Single Student (located on Docs tab)

INSTRUCTIONS FOR MANUAL ENTRY

The student SSID was not provided or was inaccurate.
You must manually enter assessment data for this student and upload individual supportive documentation for the renewal award to be issued.
Click the question mark icon for instructions to complete the task.

Student's Assessments:

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading			OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Writing			OAA		MANUALLY ENTERED	Approved	No Action Available
Mathematics			OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Social Studies			OAA		MANUALLY ENTERED	Approved	No Action Available
Science			OAA		MANUALLY ENTERED	Approved	No Action Available

14b. Assessment Information

Assessment information can be entered for each of the following data requirements by clicking on the pen tool located on the far right side of the row:

1. Subject the student passed.
2. Grade Level of the subject.
3. Date the assessment was taken.
4. The Assessment the student took.
5. The score the student achieved on the assessment.

Student Assessments:

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading	10th Grade		OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Writing			OAA		MANUALLY ENTERED	Approved	No Action Available
Mathematics			OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Social Studies			OAA		MANUALLY ENTERED	Approved	No Action Available
Science			OAA		MANUALLY ENTERED	Approved	No Action Available

14c. To Enter Assessment Information once Gabriel passes an assessment

Students need to achieve at least a score of 400 to pass an assessment. Use the pen tool located on the far right side of the row to access the box to enter the assessment score.

INSTRUCTIONS FOR MANUAL ENTRY ?

The student SSID was not provided or was inaccurate.
 You must manually enter assessment data for this student and upload individual supportive documentation for the renewal award to be issued.
 Click the question mark icon for instructions to complete the task.

Student's Assessments:

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading	10th Grade		OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Writing						Correction Needed	Submit Request Waiver
Mathematics						Correction Needed	Submit Request Waiver
Social Studies			OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver
Science			OAA		MANUALLY ENTERED	Correction Needed	Submit Request Waiver

Students need to achieve at least a score of 400 to pass an assessment.

14d. Gabriel passed the reading assessment with a score of 400.

Student's Assessments:

SUBJECT	EXAM GRADE CODE	TEST DATE	ASSESSMENT TYPE	TEST SCORE	DATA SOURCE	STATUS	ACTIONS
Reading	10th Grade	07/13/2016	OAA	400	MANUALLY ENTERED	Correction Needed	Submit Request Waiver

Uploading Required Documents

15a. Uploading Required Documents

Upload required documents by clicking on the underlined document in the yellow box. The Proof of Address must be uploaded as well as a state identification card or driver's license and the transcript from the last school the student attended.

ID: 161899 Name: Gabriel Mitchell Period: Adult Learner FY 2017 Type: Renewal Status: Started

Viewing Student: 19 of 50 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

DOCUMENTS:
 Electronically Uploadable Documents
 * - indicates required documents

- Proof of Address
- Birth Certificate
- State Identification Card
- Driver's License
- Proof of Assessment (Single Student)
- Proof of Medical Waiver
- Certificate of Completion
- High School Diploma

Import from other programs

Documents That Can Be Mailed
 * - indicates required documents

DOCUMENTS ON FILE:

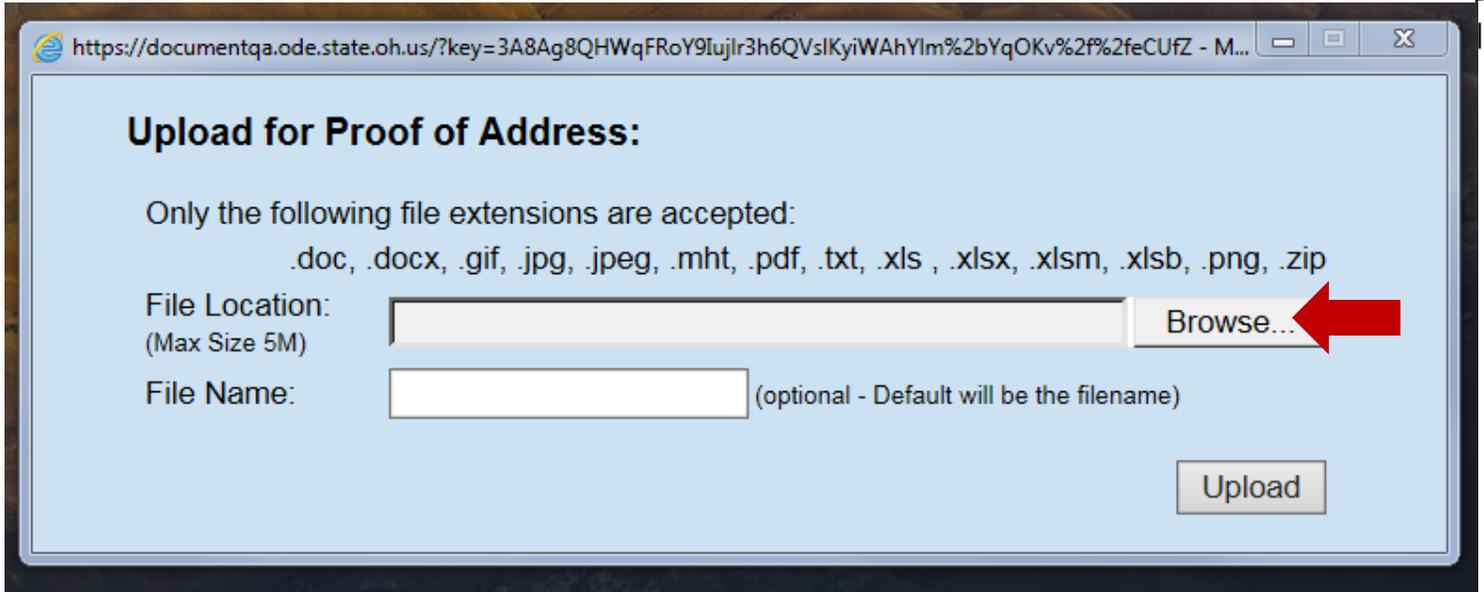
NAME	TYPE	DATE	REQUIRED	REVIEW	V	D
View Document Delete Document						

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

Refresh

15b. Uploading Required Documents

Clicking on the underlined document in the yellow box will take you to where you saved the student's document. Click on the Browse button to locate the document.



https://documentqa.ode.state.oh.us/?key=3A8Ag8QHWqFRoY9Iujlr3h6QVslKyiWAhYIm%2bYqOKv%2f%2feCUfZ - M...

Upload for Proof of Address:

Only the following file extensions are accepted:
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsm, .xlsb, .png, .zip

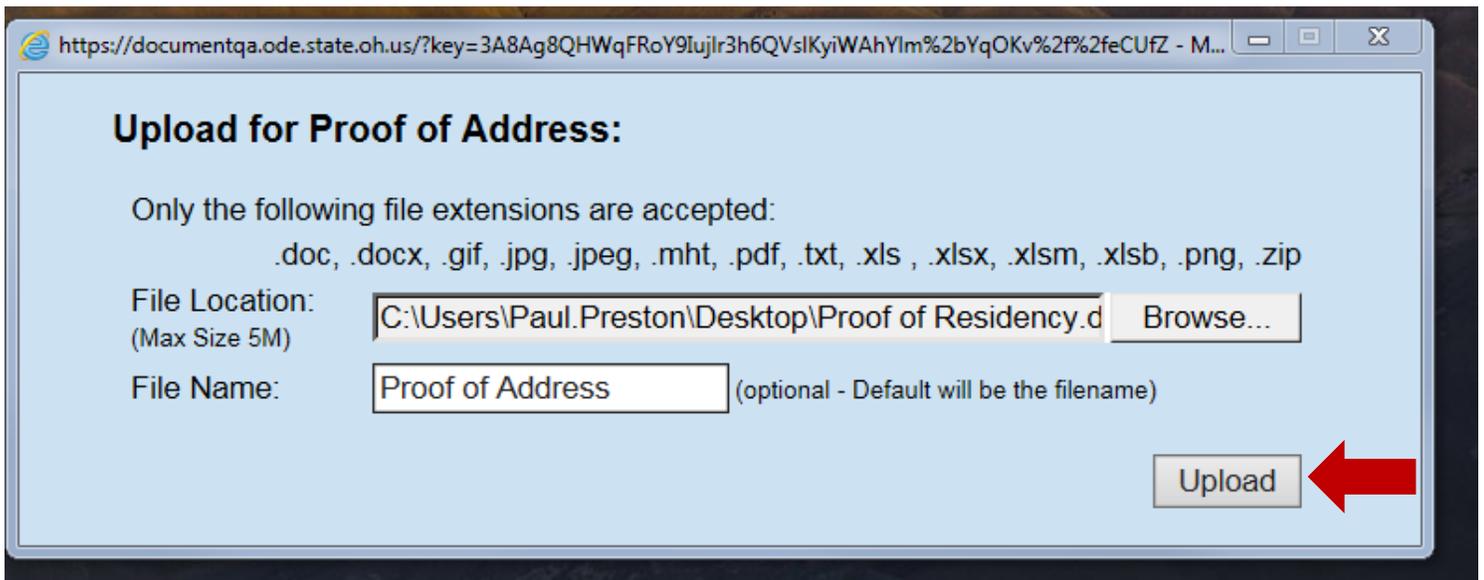
File Location: Browse... 
(Max Size 5M)

File Name: (optional - Default will be the filename)

Upload

15c. Uploading Required Documents

Select the desired document and click the Upload button.



https://documentqa.ode.state.oh.us/?key=3A8Ag8QHWqFRoY9Iujlr3h6QVslKyiWAhYIm%2bYqOKv%2f%2feCUfZ - M...

Upload for Proof of Address:

Only the following file extensions are accepted:
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsm, .xlsb, .png, .zip

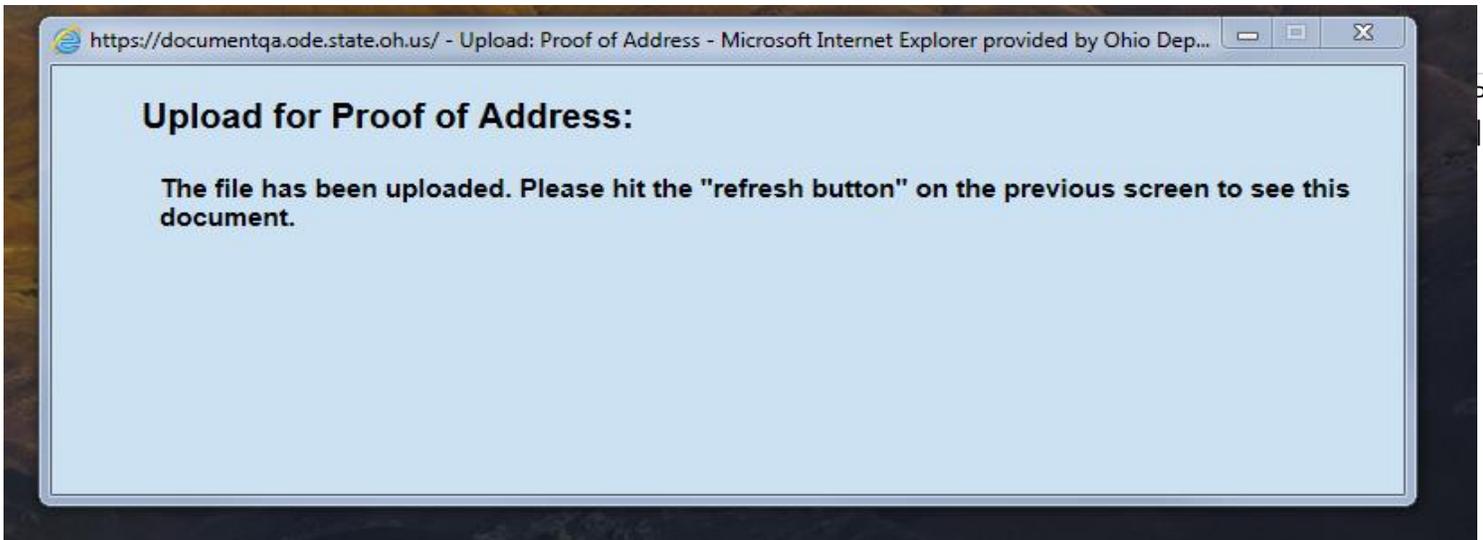
File Location: Browse...
(Max Size 5M)

File Name: (optional - Default will be the filename)

Upload 

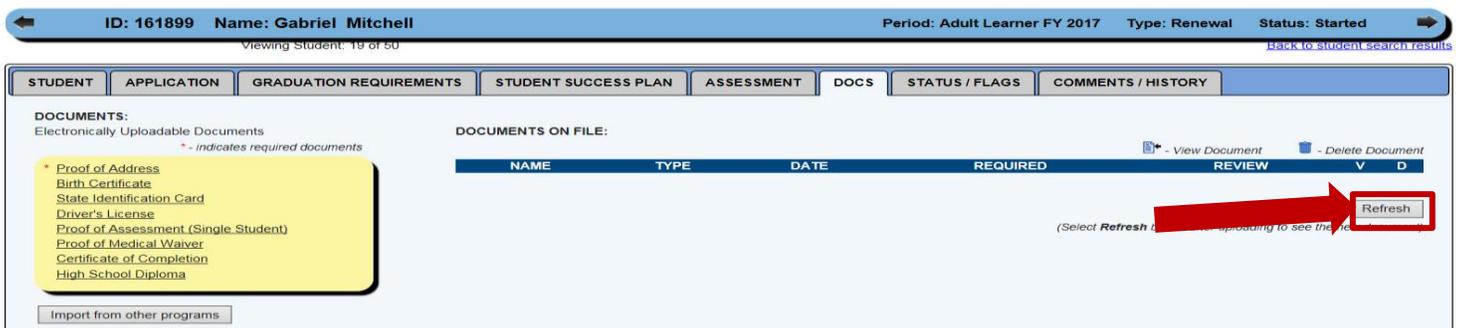
15d. Refresh button Notice

The document will show on the screen when the HSD Nominator clicks the refresh button.



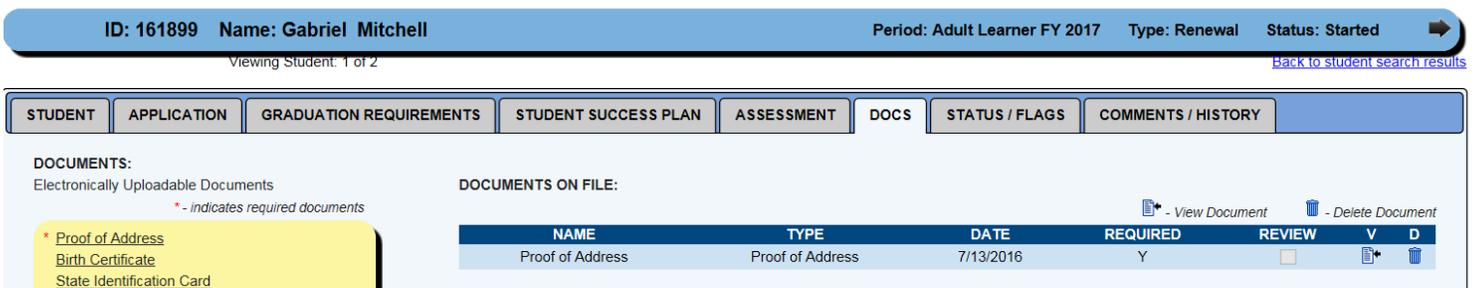
15e. Click the Refresh button

Click the Refresh button after uploading to see the new document.

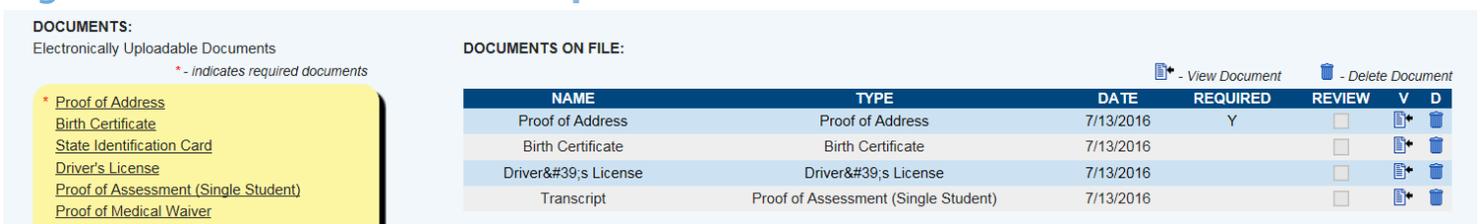


15f. Documents Uploaded

Proof of Address document uploaded.



15g. Additional documents uploaded.



Status/Flags

16a. Using the STATUS/FLAGS the HSD Nominator submits the Application

Click Submitted to submit the student application.

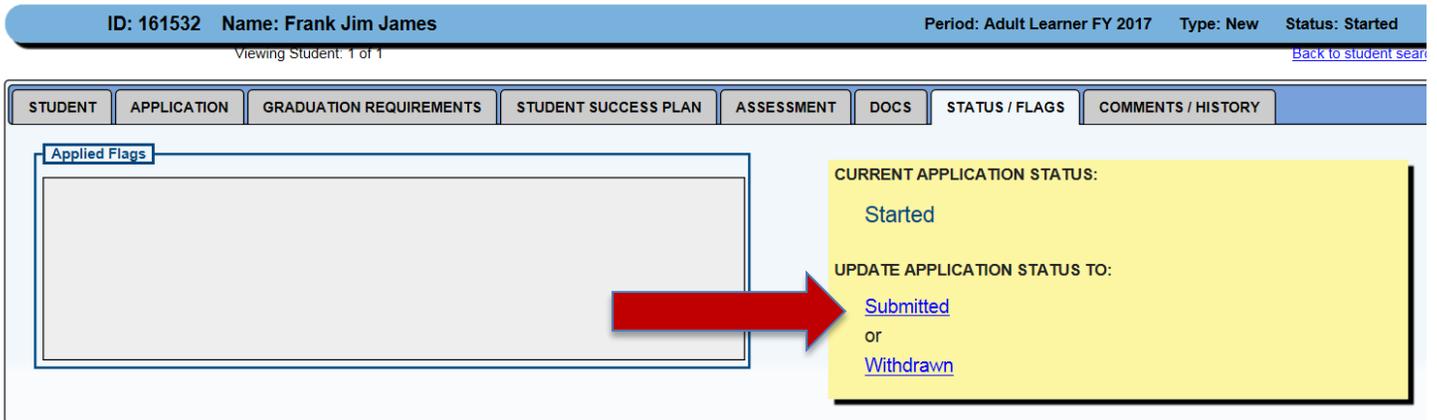
ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Started
Viewing Student: 1 of 1 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Applied Flags

CURRENT APPLICATION STATUS:
Started

UPDATE APPLICATION STATUS TO:
[Submitted](#)
or
[Withdrawn](#)



16b. Application is in Submitted Status

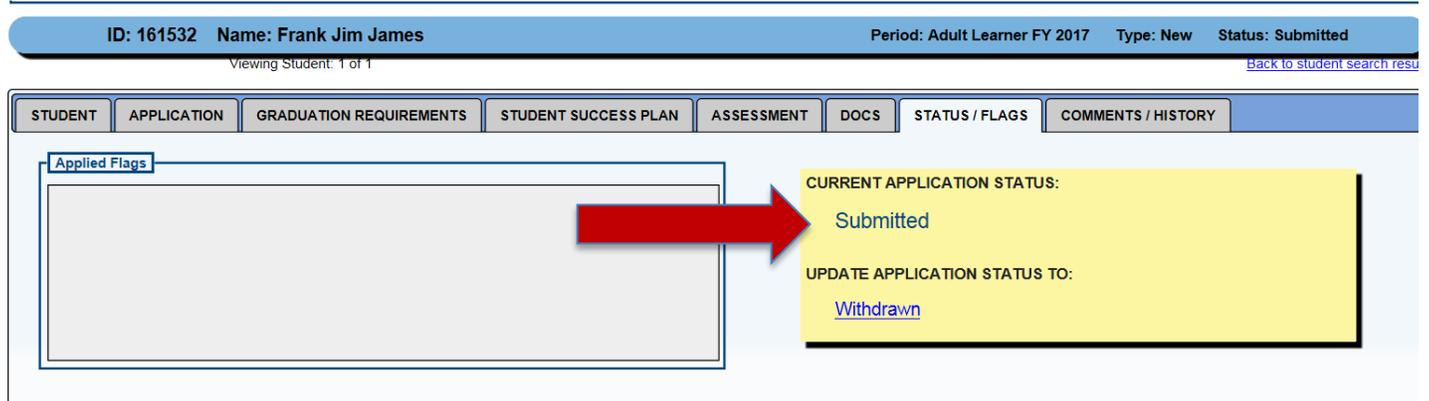
ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Submitted
Viewing Student: 1 of 1 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Applied Flags

CURRENT APPLICATION STATUS:
Submitted

UPDATE APPLICATION STATUS TO:
[Withdrawn](#)



Comments/History Log

17a. Comments Added in the History Log

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Comments Summary:

Last Updated	Subject	Last Updated By
--------------	---------	-----------------

Click on the Add New Subject to include a comment you want to document or to include information to alert the HSD Administrator regarding the student's application.

Add New Subject

Comments:

Add New Subject

Subject: Double-checked the graduation information

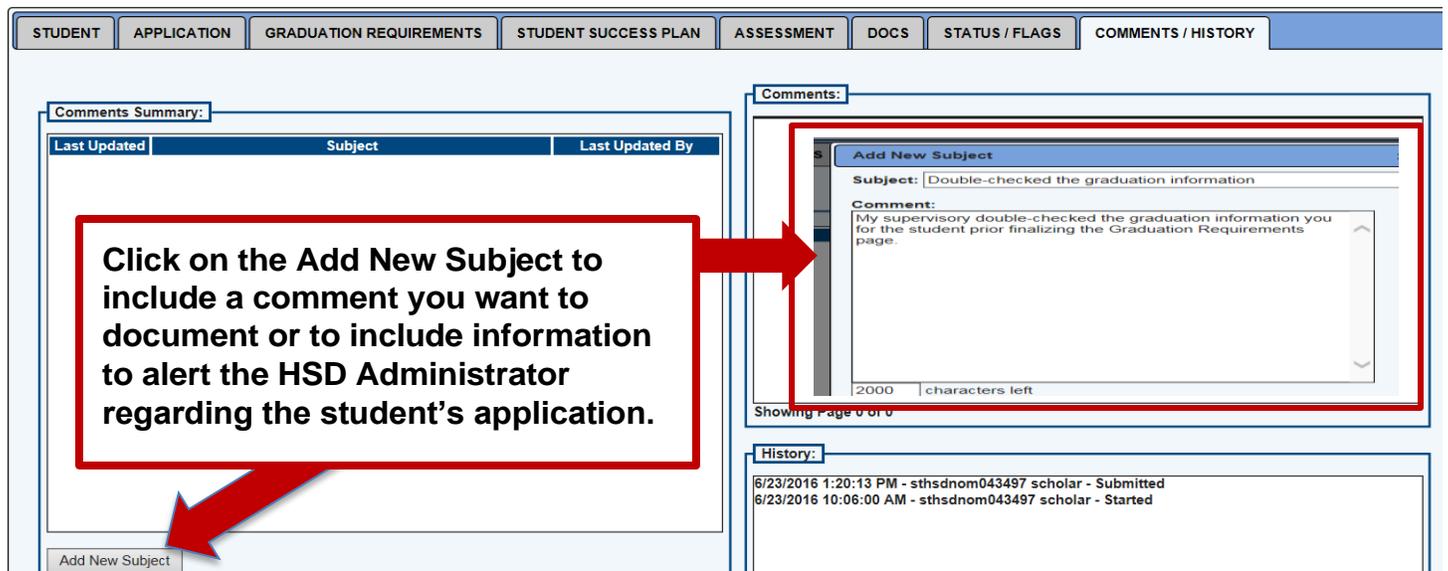
Comment: My supervisory double-checked the graduation information you for the student prior finalizing the Graduation Requirements page.

2000 characters left

Showing Page 0 of 0

History:

6/23/2016 1:20:13 PM - sthsdnom043497 scholar - Submitted
6/23/2016 10:06:00 AM - sthsdnom043497 scholar - Started



17b. Add Comments On the COMMENTS/HISTORY PAGE

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Submitted
Viewing Student: 1 of 1 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Comments Summary:

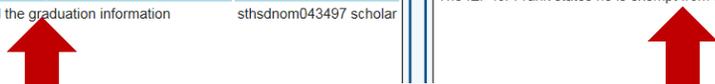
Last Updated	Subject	Last Updated By
6/23/2016	IEP - Exempt from the consequences of the Science Proficiency Test.	sthsdnom043497 scholar
6/23/2016	Double-checked the graduation information	sthsdnom043497 scholar

Comments:

Subject: IEP - Exempt from the consequences of the Science Proficiency Test.

Reply

Created by sthsdnom043497 scholar on 6/23/2016 1:35:40 PM
The IEP for Frank states he is exempt from the consequences of the Science Proficiency Test.



HSD Administrator Reviews the Application

18. Using the STATUS/FLAGS the HSD Administrator reviews the Application

The HSD Administrator reviews the submitted student application and checks Review Completed if the application has no errors or checks Correction Needed if the application needs corrections or checks Not Eligible if the student is not Eligible.

ID: 161532 Name: Frank Jim James Period: Adult Learner FY 2017 Type: New Status: Under Review
Viewing Student: 1 of 17 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Available Flags

- Fatal-Application contained false information
- Fatal-Birth Certificate needed
- Fatal-Marked not eligible
- Fatal-Moved out of State
- Fatal-Payment on Hold
- Fatal-Proof of Address needed
- Fatal-Renewal on Hold
- Fatal-Student does not live in the State of Ohio
- Fatal-Student has earned Ohio GED or graduated from high school
- Fatal-Student is not a resident of district
- Fatal-Student is not age eligible
- Fatal-Withdrawn
- Warning-Birth City does NOT match
- Warning-Birth Date does NOT match
- Warning-Ethnicity does NOT match
- Warning-Gender does NOT match
- Warning-Mother's Maiden Name does NOT match
- Warning-Name does NOT match

Applied Flags you may remove

Applied Flags you may not remove

CURRENT APPLICATION STATUS:
Under Review

UPDATE APPLICATION STATUS TO:
[Review Completed](#) ←
or
[Correction Needed](#) ←
or
[Not Eligible](#) ←



HSD Nominator Accepts the Application

19. The student is officially accepted into the program when the HSD Nominator clicks the Accept button.

ID: 161932 Name: Larry Loving Period: Adult Learner FY 2017 Type: New Status: Accepted [View Finance Details](#)
Viewing Student: 1 of 56 [Back to student search results](#)

STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

Applied Flags

CURRENT APPLICATION STATUS:
Accepted ←

UPDATE APPLICATION STATUS TO:
[Requirements Passed](#)



For questions regarding the 22+ Adult HSD Program please contact:

Paul Preston

Program Administrator

(614) 464-8369

paul.preston@education.ohio.gov