



FINDLAY
DIGITAL ACADEMY
Where Learning Fits You™

FINDLAY DIGITAL ACADEMY

22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM

APPLICATION

2017-2018



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Dear Applicant,

Thank you for considering becoming part of the Findlay Digital Academy 22+ Adult High School Diploma Program. The Ohio Department of Education is offering this program through Findlay Digital Academy and other institutions, to help adults without a diploma or High School Equivalence Certificate earn a high school diploma and to improve their work force skills. It is the hope of the academy and the Ohio Department of Education, that earning a diploma will be the first step to acquiring a work force credential and/or post-secondary education. The 22+ Adult High School Diploma program is a free program. However, not everyone who fills out an application will be accepted to the program. Admission to the program will be based on completeness of the application, number of credits the applicant has already earned while in high school, the number of tests passed, career goals, motivation, and the interview. Also, at times it might be necessary to put a cap on enrollment due to staff work load. A waiting list based on application date will be developed should this occur.

Findlay Digital Academy is authorized by the Ohio Department of Education to only accept adults who are 22 years of age or older who live in Hancock County.

If the applicant is initially accepted for a probationary period, final admission will not take place until the applicant has successfully completed the probationary period. The probationary period will usually be two to three weeks. During that time, the student will be given course work and other tasks to complete. If those are completed to a satisfactory level, the applicant's application will be submitted to the state. The Ohio Department of Education has the final say as to whether or not the applicant will be accepted into the 22+ Adult High School Diploma Program. This really is not as daunting as it appears. It is a rather straight forward process and Findlay Digital is here to help you.

When an applicant is accepted into the 22+ Adult High School Diploma Program, the adult has a **maximum of two academic years** to complete all course work and pass all the required tests. If the adult learner does not complete all the requirements in that time they will not be able to continue or apply again at a later date. If an adult learner is removed from the program for any qualifying reason, he/she will not be able to re-apply at a later date.

The following items must be submitted to Findlay Digital Academy:

- **Completed Application Form**
- **Copy of Proof of Residency**
- **High School Transcripts for all Schools Attended**
- **Copy of last IEP or 504 Plan (if applicable)**
- **Copy of Driver's License or State ID Card**
- **Copy of Birth Certificate**
- **SSID (if possible)**
- **Working phone number and email address**

Applications can **only be dropped off in person** during the following times:

- By Appointment
- Tuesday Evenings from 4:30 PM – 7:30 PM
- Wednesday Mornings from 7:30 AM – 9:30 AM

State law forbids that the 22+ Program students from being in the building at the same time as the traditional high school students. Findlay Digital Academy is open 10 AM – 4:00 PM Monday through Thursday for traditional students under the age of 18.

Applications and supporting documents **can be mailed to** 22+ Adult High School Diploma Program, Findlay Digital Academy at 1219 West Main Cross, Suite 101, Findlay, Ohio 45840.

Once the completed application is received and reviewed, the 22+ Program Career Counselor/Coach, will call the applicant to set up the initial meeting (Orientation Day 1).

Below is the entire admission to graduation process:

Phase 1 – Application Process

- The adult learner will secure the application online (www.findlaydigitalacademy.org) or from the Findlay Digital Academy (1219 West Main Cross, Suite 101, Findlay, OH 45840) on Tuesdays from 4:30 PM through 7:30 PM, on Wednesdays from 7:30 AM – 9:30 AM or by appointment on Fridays.
- The adult learner will submit (Tuesdays from 4:30 PM through 7:30 PM, on Wednesdays from 7:30 AM – 9:30 AM or by appointment on Fridays) the completed application to the academy along with:
 - Transcript of high school credits earned (including year entered 9th grade and last year attended high school)
 - Proof of residency
 - Copy of last IEP or 504 Plan (if applicable)
 - Copy of driver's license or State ID
 - Copy of Birth Certificate
 - SSID # (if possible)
- The school will review the application to make sure everything is complete.

- The applicant will be contacted and the Orientation – Day 1 date and time will be scheduled.

Phase 2 – Orientation – Day 1

- The adult learner will be guided through setting up a SAFE account with the Ohio Department of Education (ODE).
- The adult learner will be guided through setting up an Ohio Means Jobs account.
- The adult learner will meet with the Career Counselor/Coach and start the development of the Student Success Plan. At that time, there will be an evaluation of credits already earned and what credits and assessments are still required to be met to earn a high school diploma.
- The adult learner and the Career Counselor/Coach will discuss whether there are areas that need to be assessed for the student to earn credit for prior learning/life experiences. If the student decides to pursue this avenue then which assessment instrument will be established (i.e. Ohio Means Jobs Work Keys Assessment, Portfolio submission, end of course PLATO assessment taken onsite, submission of certificates of military or employment earned credentials).
- The adult learner will be taught how to access the PLATO curriculum and how to navigate and use the curriculum.
- One PLATO class will be assigned to the adult learner.
- The adult learner will be given a copy of the 22+ High School Diploma Program Student Handbook and instructed to read the entire handbook. Some items will be made note of, such as required attendance, required completion of work, require attendance for state testing.
- The adult learner will be give two weeks to start working on coursework and to gather any documents to establish credit for prior learning/life experiences.
- If after two weeks attendance and work completion are meet the minimum requirements, Orientation Day 2 will be scheduled. If adequate attendance and work completion are not in evidence, a phone call will be made to see if there were extenuating circumstances. If none exist, the adult learner will receive written notification that he/she will not be accepted into the program.

Phase 3 – Orientation – Day 2

Two weeks after the initial orientation, Orientation Day 2 will be scheduled and at that orientation the following will happen:

- Attendance will be reviewed.
- Amount of coursework completed will be evaluated and any issues with the curriculum will be discussed.
- Study skills will be evaluated, and necessary support systems put in place.
- WorkKeys, MAP, or TABE will be administered and results evaluated when applicable.
- Documentation for prior learning/life experiences will be evaluated and appropriate credit awarded.
- The Student Success Plan will be completed.
- The New Student Application will be completed and submitted to the ODE.

Phase 4 – Admission to Program and Monitoring

- When the ODE approves the adult learner's application, Findlay Digital Academy will notify the student in writing that they have been admitted to the Findlay Digital Academy 22+ High School Diploma Program.
- Academy personnel will then monitor on a weekly basis the adult learner's attendance and lessons/tests completed.
- Academy personnel will attempt to make weekly contact with the adult learner through a phone call, text, or email. A letter will be sent, if contact cannot be made via phone or email for two weeks.
- Once an adult learner completes a course the next course will be added to the adult learner's schedule.
- The adult learner will be informed of when and where within a 50-mile radius applicable state testing will take place. The adult learner is expected to attend all required state testing in order to stay enrolled in the program.
- The adult learner will be networked with the Millstream Adult Education program to explore credential programs (i.e. STNA, welding).
- The adult learner will be networked with Owens Community College to explore credential and associate degree programs.
- Students who are between the ages of 22 and 24 will be referred to WOSO, if their profile warrants such services.

Phase 5 – Career Planning and Graduation

- Once the adult learner feels they have met all course requirements for graduation, he/she will meet with the Career Counselor/Coach to verify that he/she has met the requirements for graduation.
- During the adult learner's time in the program he/she will complete the Ohio Means Jobs the Career Profile, Career Cluster Inventory and the Create a Career Plan.
- Prior to graduation the adult learner will create a job ready resume.
- The adult learner will be offered the opportunity to meet with Hancock County Ohio Means Jobs staff to refine their resume and/or participate in a mock interview to hone interview skills.
- The adult learner will be connected with Hancock HIREs (Helping Individuals Reach Employment Stability).
- The adult learner will decide if they want to participate in the formal graduation ceremony in May of each year.

Those applicants who are admitted to the program are expected **to work 15 hours a week on their coursework and to inform the academy any time there is a change in residency, email or phone number. Applicants will also have to provide their own computer and internet connectivity. However, free computer access is available at the public library.**

We look forward to working with you and helping you earn your high school diploma.

Sincerely,
Sandy White
Career Counselor

Rosemary Rooker
Findlay Digital Academy Superintendent

Findlay Digital Academy
22+ Adult High School Diploma Application

Name: _____
Last First Middle Name (Complete name)

Address: _____ Apt. # _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____ May we txt? _____

Email Address: _____ Alt. Email: _____

Date of Birth: _____ Age: _____ Birthplace City: _____

Mother's Maiden Name: _____

Gender: Male Female Social Security Number: _____

Race: White Black Asian American Indian/Alaska Native

Native Hawaiian/Other Pacific Islander

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Native Language: _____ Home Language: _____

Have you been a resident of USA for at least three years? Yes No

Previous School District(s) Attended (*Include City and State*):

Year you entered High School: _____ Date of last Attendance: _____

Last Grade Completed: _____

Did you receive special education services or have a 504 Disability Accommodation Plan?
 Yes No

I certify that the above stated information is correct.

Signature: _____ Date: _____

ACHIEVEMENT LEVEL & EMPLOYABILITY CHECKLIST
CAREER GOALS

Please answer the following questions completely as possible, as this will help Findlay Digital Academy staff access your skills, needs and goals. If you need more space please use a separate sheet of paper.

Name: _____ Date: _____

Cell Number: _____ Email Address: _____

Are you currently employed? Yes No If so, where are you employed and what is your supervisor's name? _____

If you are not currently employed, are you interested in obtaining employment at this time? _____

Prior to submitting this application, have you ever participated in career planning or taken a course in career planning? _____

What are your plans after graduating from high school (military, college, employment, work force credential, etc)?

If you plan to attend college, what major do you plan to pursue? _____

What is your immediate career goal? _____

What is your career goal(s) for five years from now? _____

From the courses you have taken, and the experiences you have had, what career field(s) is (are) currently of interest to you? _____

Indicate your academic, social, and personal strengths. _____

Are there areas where you have acquired expertise through life experience and you think you should be given high school credit for that expertise (i.e. military experience, construction experience)?_____

Please explain any experience(s) that has/have negatively or positively impacted your high school studies. _____

Do you think the transcript accurately reflects your academic abilities and accomplishments?
Why or why not?_____

Have you considered taking any of the work force credential programs (i.e. STNA, Welding) offered by the Millstream Career Center? Yes No If so, which one?_____

Are you considering pursuing a college Associate or Bachelor Degree after earning your high school diploma? If you are, what are your college choices (i.e. Owens Community College, Bowling Green, University of Findlay).

1. _____ 2. _____ 3. _____

Have you taken the ACT or SAT (which) or are you registered to take it? _____

**Required State Testing
Enrollment Contract**

Students **must take all Ohio state mandated tests** to remain in an electronic school in Ohio.

Per Ohio Revised Code 3314.26: Internet- and computer-based community schools must provide a testing site within a radius of 50 miles of each student's residence at which the student may complete the statewide achievement tests and diagnostic assessments prescribed by law (RC 3314.25). Any student in an internet- or computer-based community school who, without a lawful excuse, fails to take the prescribed achievement or graduation tests applicable to his or her grade level for two consecutive years must be withdrawn (dismissed) from the school, and the school may no longer receive any state funding on account of such student. However, in the case of the 22+ Adult student, if the student misses any scheduled testing session, he/she will be removed from the 22+ Adult program.

If a student misses a test due to a short-term illness the student is required to make up the test during the make-up testing window. If the student has a long-term illness, a doctor's letter must be supplied to excuse the student from the testing.

I understand that as part of my enrollment in Findlay Digital Academy it is a requirement that I attend all the testing dates that are required of me. I also understand that if I fail to show up for the required testing and do not have an acceptable excuse (as defined by law), I will be removed from Findlay Digital Academy.

Student Name: _____

Student Signature: _____ Date: _____

Findlay Digital Academy
Procedures & Expectations
22+ Adult High School Diploma Program

Hours of Operation:

Tuesdays: 4:30 PM – 7:30 PM Wednesdays: 7:30 AM – 9:30 AM

Fridays by Appointment

School Calendar & School Cancellations:

The 22+ Adult High School Diploma Program will follow the Findlay Digital Academy calendar that almost mirrors the Findlay City Schools calendar. If Findlay City Schools is delayed on Wednesday morning then the 22+ program is cancelled. If Findlay City Schools is closed on a Tuesday, then the 22+ Program will be cancelled.

Coursework:

All coursework is on-line and the adult learner is expected to provide his/her own computer and internet connectivity. Computers and internet are available at the public library free of charge.

Grading Scale:

The unit test scores for each unit of each semester will be averaged. The following grading scale will be followed: 100 – 90 % = A, 89 – 80% = B. 79 – 70% = C, 69 – 60 = D, 59 – 0% = F. Credit will only be awarded for course averages that are above 60%.

Attendance:

The adult learner is expected to log-in each week and work on his/her coursework for a minimum of 15 hours each week. If an adult learner does not log-in for two weeks, he/she might be removed from the program. If an adult learner does not log-in for 20 days, he/she will be removed from the program and will not be able to participate in any 22+ program in the future.

22+ Adult High School Diploma Program Handbook:

At Orientation – Day 1, the adult learner will be given a copy of the 22+ Adult High School Diploma Program Handbook. Critical areas of the handbook will be discussed with the adult learner, but the adult learner will be expected to read and abide by the handbook.

State Testing:

The adult learner is required to attend and take the mandatory state testing on the school's testing calendar.

Internet Safety Policy:

Since Findlay Digital Academy is sponsored by Findlay City Schools, all students and adult learners must agree to abide by Findlay City School's Internet Safety Policy. The full policy can be found in the 22+ Adult High School Diploma Program Handbook. When you sign this application and/or for your handbook you will be agreeing to abide by the internet safety policy when using the Findlay City Schools internet or Findlay Digital Academy equipment.

I have received, understand and agree to abide by the above procedures and expectations.

Signature: _____ Date: _____



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1219 W. Main Cross, Suite 101 ♦ Findlay, OH 45840 ♦ 419-425-3598 ♦ Fax 419-425-3588

Rosemary Rooker, Superintendent ♦ Larry Grove, Principal ♦ Linda Huffman, Guidance

22+Adult High School Diploma Program Consent for Records Release

I am _____ (MaidenName _____), whose date of birth is _____. I was enrolled in _____ during the following years _____. I hereby authorized the request/release of records to Findlay Digital Academy.

From _____ To _____
Contact _____
Organization _____
Address _____
Phone: _____
Fax: _____

Sandy White
Findlay Digital Academy
1219 West Main Cross, Suite 101
Findlay, Ohio 45840
Phone: 419-425-8378
Fax: 419-425-3588

Specific records to be released:

_____ Academic _____ OGT Test Results
_____ IEP & Multi-Factored Evaluation _____ Birth Certificate
_____ SSID Number

Signature for Release of
Records: _____ Date: _____