



FINDLAY
DIGITAL ACADEMY
Where Learning Fits You™

22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM

APPLICATION

2019-2020



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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 on-line high school diploma program that is available to any person who is 22 years of age or older and resides any of the following school districts:

Ada Local School District
Arcadis Local School District
Bluffton Local School District
Cory-Rawson Local School District
Elmwood Local School District
Findlay City Schools
Fostoria City School District
Hardin-Northern Local School District
Liberty Benton Local School District
North Baltimore Local School District
Riverdale Local School District
Van Buren Local School District
Vanlue Local School District

and who has not previously earned a diploma or High School Equivalence Diploma. Additionally, the Ohio Department of Education sets guidelines as to who is eligible to be admitted to the program. Only after evaluation of the applicant's prior high school transcript can eligibility be determined.

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 or Ohio Department of Education enrollment limits. A waiting list based on application date will be developed should this occur.

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 vary depending on individual needs and how much work the student has been able to complete during the probation period. If the student successfully completes the probation period, 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 by the Ohio Department of Education, 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.

A student **must supply his/her own computer and internet connectivity to do his/her coursework.** To receive credit for a course a student must complete:

- All course lessons and activities
- All tests

Completed applications can **only be picked up or dropped off in person** during the following times:

- By Appointment

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 – 3:00 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.

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,
Rosemary Rooker
Findlay Digital Academy Superintendent

Mark Willeke
Findlay Digital Academy 22+ Coordinator

Admission to Graduation Pathway

Step 1 – Application Process

- The adult learner will secure, fill out and submit the 22+ Adult High School Diploma Program application.
(Applications can be obtained online (www.findlaydigitalacademy.org) or from the Findlay Digital Academy -1219 West Main Cross, Suite 101, Findlay, OH 45840)

Step 2 – Request for Records and Review of Transcripts (and IEP if applicable)

- Findlay Digital Academy will use your signed Release of Records form to contact the high school you last attended and will request all of your records.
- Upon receiving your records, we will evaluate the records against state guidelines.
- You will then be contacted and informed if you are eligible for the 22+ program.

Step 3 – Orientation Scheduled

- Eligible candidates will be scheduled for Orientation.

Step 4- Orientation

- **You will need to bring to orientation 1) Proof of Residency – one current document (utility bill, rent agreement, pay stub, et cetera) 2) Driver's License or State ID.**
- **If you miss your scheduled Orientation a make-up session will be scheduled, but a third Orientation date will NOT be scheduled.**
- Orientation will include the following activities and will last an hour or more:
 - Review of earned credits and what is needed to complete your diploma and graduate
 - Review of 22+ Adult High School Diploma Handbook
 - Setting up a SAFE account with the Ohio Department of Education (ODE).
 - Instruction on how to use the curriculum
 - 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, submission of certificates of military or employment earned credentials)
 - Instruction on how to use the curriculum.
- The adult learner will be placed on probation to determine if the curriculum is appropriate and if the adult learner really understands how to use the curriculum. During probation it will be determined what other supports need to be put in place to help the adult learner be successful. The length of probation will vary based upon individual needs.
- 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 removed from the program.
- Upon completion of probation the student will be entered into the ODE 22+ Adult High School Diploma Program. **The student has two academic years to complete the program. A third year will is not allowed by ODE or Ohio Revised Code.**

Step 5 – Continuation in the Program

- Attendance will be reviewed periodically.
- Amount of coursework completed will be evaluated.
- WorkKeys, MAP, or TABE will be administered and results evaluated when applicable.
- 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.
- 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.

Step 6 – 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 a representative of Hancock County Ohio Means Jobs to refine their resume and/or participate in a mock interview to hone interview skills.
- The adult learner will decide if they want to participate in the formal graduation ceremony in May of each year.

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

Findlay Digital Academy
22+ Adult High School Diploma Application

Name: _____
Last First Middle Name (Complete name)

Maiden 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: _____

Emergency Contact Name: _____ Phone: _____

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 & EMPLOYABLITY 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: By appointment. Call 419-425-8378 or 567-525-1560 to set up 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 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%. All tests are weighted equally.

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, 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 learned 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: _____



FINDLAY DIGITAL ACADEMY

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

Rosemary Rooker, Superintendent ♦ Michael Brand, 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: _____

Mark Willeke
Findlay Digital Academy
1219 West Main Cross, Suite 101
Findlay, Ohio 45840
Phone: 419-425-8378 or 567-525-1560
Or email information to:
mwilleke@findlaycityschools.org
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: _____