FINDLAY
DIGITAL ACADEMY
Where Learning Fits You™

22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM

APPLICATION

2022-2023

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

For questions or to make an appointment, call 419-425-3598

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 • Arcadia 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

Applicants may not have 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.

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.

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. The two-year window is not based on a calendar year or time of enrollment, but is based on a fiscal year that runs July 1 through June 30. For example, if an adult learner enters the program in January, he/she will already be six months into the two-year program. Consequently, time of admission, will have to be carefully accessed. 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

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.

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

Steps for Admission and Completion of the 22+ Adult Learner Program

Step 1 – Application Process

- The adult learner will secure, fill out and submit the 22+ Adult High School Diploma Program application.

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 to request your academic records.
- Upon receiving your records, we will evaluate the records against state guidelines.
- Once your records are evaluated, we will contact you to let you know 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.
    3. Pay Stubs or W-2 forms if using work experience for Work-Life Credit
- 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:
    - Review of earned credits and what is needed to complete your diploma and graduate
    - Review of 22+ Adult High School Diploma Handbook
    - Setting up your OH|ID account with the Ohio Department of Education (ODE) and completing your State Profile.
    - 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 Work/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.
    - Upon completion of the orientation meeting, the 22+ Coordinator will enter the student's information into the ODE 22+ Portal. Students will start coursework after their application and Academic Progress plan have been approved by the ODE and they are officially accepted by the state into the 22+ Adult Learner program. Students will not be able to start coursework until this has been approved.

Step 5 – Continuation in the Program

- Upon acceptance as a 22+ Adult Learner will be contacted by an FDA instructor and will be assigned their first course. Students will be assigned additional coursework if the instructor is satisfied students are making adequate progress. Students will work on no more than two courses at any one time.
- Attendance will be reviewed periodically.
- WorkKeys, MAP, or TABE will be administered and results evaluated when applicable.

- FDA 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.
- Students will receive Progress Reports in December and at the end of March.
- The adult learner will be informed of when and where 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 has completed all course and testing requirements, he/she will meet with the 22+ Coordinator to verify that he/she has meet the requirements for graduation.
- During the adult learner's time in the program, he/she will complete the Ohio Means Jobs 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.

22+ Applicant Information

(Please Print)

First Name:	**Middle:**	**Last:**
Date of Birth:	Phone:	
Maiden Name	Name on Birth Certificate (if different from Maiden or current)	
Email Address:		
Current Physical Street Address:		
City:	State:	Zip Code:
Mailing Address (If Different than above)		
City:	State:	Zip Code:
School District Residence:	County	Birth Place City:
Birth Place State:	Gender: _____Male _____ Female	Mother's Maiden Name:
Native Language _____ Home Language_____	**Race:** (Check) _____White _____ Black_____ Asian_____American Indian/Alaska Native _____Native Hawaiian/Other Pacific Islander **Ethnicity:** _____Hispanic/Latino _____Non Hispanic/Latino	
Social Security Number:	US Veteran ___Y ___N	US Citizen: _____Yes _____No

Applicant Educational Background

(To be completed by Applicant)

Year Student Entered 9th Grade:	Highest Grade Completed:	Did you receive special education services or have a 504 Disability Accommodation Plan? _____YES _____NO
Name of School Attended:		

22+ Program Information

(To be completed by Provider)

Student SSID:	OH|ID Username:	OH|ID Password:
22+ State Student ID:	VLA Username:	VLA Password:

OGT SCORES or 9th Grade Proficiency Scores. (CIRCLE)

Writing:	Math:	Science:	Reading:	Social Studies:

22+ State Enrollment Date:	Estimated End Date:
Signature of Applicant:	**Date:**

Achievement Level and Employability Checklist		
Are you currently employed?	___Yes ___No	Name of Employer:
If unemployed, are you interested in help with career planning, job search or other career related skills?	_____Yes _____No	
What career field are you interested in?		
Why are you interested in completing your high school diploma?		
What circumstances prevented you from completing your high school education previously?		
Have you considered taking any of the work force credential programs (i.e., STNA, Welding) offered by Millstream Career Center?	____Yes ____NO	If yes, what would interest you?
Upon completion of the 22+ Adult Diploma program, are you interested in pursuing a 2-year (Associates) or a 4-year (Bachelors) degree?	_____Yes _____ No	
If yes, what institution are you interested in attending?		

FINDLAY DIGITAL ACADEMY

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22+Adult High School Diploma Program

Consent for Records Release

I request and authorize the release of my educational records to Findlay Digital Academy.

Name_____
First *Middle* *Last*

Date of Birth: _____ *(Maiden Name)* _____

I attended from _____ to _____.
School year *School year*

Specific Records to be released		
Academic	YES	NO
OGT Results	YES	NO
IEP & Multi-Factored Evaluation	YES	NO
Birth Certificate	YES	NO
SSID Number	YES	NO

Records Requested From:

School	
Contact	
Address	
Phone	
FAX	

Records to be sent to:
Mark Willeke
Findlay Digital Academy
1219 West Main Cross, Suite 101
Findlay, Ohio 419-423-8378 or
567-525-1560
Email or Fax records to:
mwilleke@findlaycityschools.org
Fax: 419-425-3588

_____ Date_____
Authorized Signature for Release of Records