

NOTES REGARDING FILING

Please note: Each evaluation should result in an Annual Summary Form and Transcript. The parent should have a hard, signed copy of each, and the Evaluator should have an electronic copy of the ASF / TX. The parent may also keep a digital / electronic copy of the ASF / TX.

At the end of each year OR by the end of 11th or 12th grade, a hard copy of the ASF / TX should be sent to MDHSA, along with the Registration and Annual Filing Form and Evaluation. Please see the instructions in the Diploma Guide.

It is the parent's responsibility to submit documentation to MDHSA, unless other arrangements have been made with the Evaluator.

After the 12th grade and final evaluation, a hard copy of the ASF / TX should be filed by the parent. In addition, a digital / electronic copy of the ASF / TX must be emailed to mdhsadpforms@pa.net (Religious Exemptions excluded); carefully follow the instructions in the Diploma Guide for emailing the digital copy.

If the ASF / TX is not emailed correctly, the document is rendered un-editable for the staff, and the diploma information cannot be added to the Transcript. Either the parent or the Evaluator can email the digital copy.