

YEARLY CHECKLIST

The following items apply to each grade completed (9th – 12th)

Use this checklist to ensure that all steps have been taken to properly complete the forms and comply with the Diploma Program's procedures. Paperwork may be submitted at the end of 11th-12th grade (but must include all documentation for each year completed). Items are listed in the order they should be completed!

Before the Evaluation:

- Parent completes the ASF / TX form (*Unless the Evaluator will be completing the form for the family*)
- Parent saves the form to a flash drive (or other device). See **Note***, below for additional options.

Family Takes to the Evaluation:

- A self-addressed, stamped envelope – *the Evaluator will use this to mail you the completed Transcript, if necessary.*
- The saved ASF / TX on portable drive if the parent typed the Transcript; it is the parent's choice if the Evaluator will be typing the document.
- Portfolio and Log
- Other items or documentation to help your Evaluator assess your student's education for the year

At the Evaluation:

The Evaluator will complete the evaluation and will determine if criteria has been met to accept the credits listed on the form. If all criteria is acceptable and has been met, and the parent-typed ASF / TX is complete and correct, skip items a) and b), below.

- a.) If the student has not met the credit criteria in a specific course, the Evaluator will explain what must be done to receive credit before awarding a credit on the ASF / TX Form, and before the Transcript is sent to MDHSA.*
- b.) The Evaluator may edit the Transcript that the parent has provided, if needed*

- Evaluator prints and MANUALLY signs both pages of the ASF / TX
- The TX is saved onto the Evaluator and / or parent's drive or device, if desired

After the Evaluation and/or When the Family is Ready to File the Paperwork with MDHSA:

- Complete the form, "Confirmation of Receipt of Mailed Paperwork"
- Prepare a self-addressed, stamped envelope
- SENIOR YEAR ONLY:** E-mail the verified, unsigned ASF/TX as an attachment to mdhsadpforms@pa.net
- Complete the "Registration and Annual Filing Form"
- SENIOR YEAR ONLY:** On the "Registration and Annual Filing Form", "check" in the appropriate field that you have already emailed the digital ASF/TX to MDHSA.
- Gather a copy of the signed Evaluation **and** both pages of the signed paper ASF and TX

If grades are not available at the time of the Evaluation:

The parent can send them to the Evaluator at a later date; the Evaluator can then add them to the TX and send the parent a new, signed transcript using the parent-provided SASE.

OR

The parent can type the grades onto the TX later, then print two copies and mail them to the Evaluator. (The evaluator keeps one for his files, and signs and returns the other copy to the parent, using a parent-provided SASE.)

- SENIOR YEAR ONLY:** Complete a "Diploma Request Form"; be sure to "check" in the appropriate field that you have already emailed the digital ASF/TX to MDHSA.
- SENIOR YEAR ONLY:** Gather / prepare any honors applications and associated documentation that your student may be applying for
- Mail all of the above applicable items to MDHSA.

DO NOT SEND ITEMS VIA CERTIFIED MAIL, FED EX, OR BY ANY METHOD THAT REQUIRES A SIGNATURE FOR DELIVERY! The office is staffed part time, and the package may be returned before it is seen in the office! Sending mail in this manner usually DELAYS the office's reception of the documentation.

Always make copies of every document sent to the MDHSA office, as things do get lost in the mail.

***Note:** In lieu of saving the form on a flash drive / other device, the form may be sent via email between the family and the Evaluator AS AN ATTACHMENT, if both parties approve of this method.