

Office use only- received:

Office Use only- date mailed:

MDHSA Diploma Request Form

MDHSA must receive this Diploma Request Form with signatures, all final paper work and fee(s) listed below before awarding the diploma. MDHSA reserves the right to require 30 days from the date we receive the diploma for processing until the date we mail it to the student OR it is awarded at the MDHSA Graduation Ceremony. *If paperwork is not complete, the 30 days will commence after receiving corrected paperwork.* You may want to submit as much documentation as you have as early as possible to avoid a delay in the award of the diploma. You may want to schedule an earlier evaluation for the senior (s) in your family.

_____ has completed requirements for graduation.

Supervisor (please print) _____

Enclosed with this Diploma Request **and** the Registration and Annual Filing Form are:

- Remaining annual summary or summaries
- Remaining evaluation(s)
- Diploma fee of \$45.00 Ck # _____ date _____
- Academic Honors Application/attachments
- Diploma of Distinction Application/attachments
- Performance in Fine Arts Application/attachments

_____ Check if you are attending the MDHSA graduation ceremony (open to all MDHSA Diploma students). Unless another date is put in the appropriate space below, the date of the last Saturday in June will be used as the Award date. (You must send MDHSA the most recent graduation ceremony attendance form, which may be obtained from MDHSA or off of the Website – Note deadlines on that form).

_____ Check if you will NOT be attending the graduation ceremony. Please mail the diploma to:

_____ Date you must receive the diploma in the mail. This date should be at least **35** days from the date of mailing as MDHSA reserves the right to require 30 days for processing from the date the request is received in the MDHSA office and the date it is mailed to the graduate. **If there is to be a graduation ceremony or celebration, please write that date here.** _____

<p>Print name <u>exactly</u> as it is to appear on the diploma:</p> <p>_____</p> <p>Print date to be used as graduation date:</p> <p>_____</p>	<p>For Office Use only:</p> <p>All ASF's submitted _____</p> <p>All Evaluations/TX submitted _____</p> <p>Minimum courses verified _____</p> <p>All subject credits taken _____</p> <p>Honors confirmed:</p> <p><input type="checkbox"/> Academic Honors</p> <p><input type="checkbox"/> With Distinction</p> <p><input type="checkbox"/> Performance in Fine Arts</p>
<p>Office use only----Mail Out by:</p>	<p>Diploma # _____</p>

Statement of Compliance: (This must be read and signed by the parent-supervisor before a diploma may be issued).

To the best of our knowledge, the homeschooling program for _____ is in full compliance with the Pennsylvania Home Education Law and no due process procedure is pending.

Supervisor's Signature _____ **Ph. #** _____

Student's Signature _____

Address: _____

Email: _____ **Date:** _____

Mail to: MDHSA Diploma Request 32 West Main St., # 5 Waynesboro, PA 17268

Academic Honors Diploma Application for (print name) _____

Please submit this application with the Diploma Request Form

The **Diploma with Academic Honors** recognizes the student who has gone beyond the minimal academic requirements or has distinguished himself academically through additional course work. This is recommended for college preparatory students and with this in mind the following criteria have been established. The following criteria are **in addition to the general diploma criteria**, which are listed on the **Annual Summary Form** and detailed within the Guide. Please check items below as accomplished and submit to MDHSA with all attachments required.

Requirements:

1. _____ Students applying for academic honors must use letter grades, percentages, not Pass/Fail grades-2006 & beyond.
2. _____ The student is expected to challenge himself in his reading selections. Quantity is not nearly as important as quality and the student who desires an academic honors diploma will demonstrate that his reading selections have challenged him in some way. With that in mind, the student should have had an extensive reading list with selections from more than three of the following categories, in his portfolio for each evaluation: *fiction, non-fiction, Bible, essays, poetry, magazine articles, classics.* Reading selections for the honors diploma should include a majority of high school or college level selections.
3. _____ The student has had instruction in literary analysis. *This includes learning terms such as simile, metaphor, plot, foreshadowing, doing rhyme, rhythm & meter in poetry, etc.--much of this information is found in literature text or programs, or other materials.*
4. _____ The student has completed *at least one research paper that is a minimum of five pages*, which includes three non-encyclopedia resources. These resources may include interviews. There is no need to send the research paper to MDHSA. However, the evaluator should note if the research paper for the honors diploma is well written, and it should have a cover page, an outline, footnotes or endnotes, and a bibliography. See English textbooks for examples of research papers.
5. _____ The student has studied Biology and Chemistry OR Physics, one course accompanied by a lab and a lab report. (*circle courses studied*). (See science texts, Internet for resources for lab reports).
6. _____ The student has completed at least two years of foreign language study in a single language.
7. _____ Mathematics instruction—there are two tracks to satisfy the criteria of the academic honors program, choose one.

Track 1 - Enriched Math program

____ At least 3 units of math: Choose any three or more of Algebra I, Geometry, Algebra II, Trigonometry, Pre-calculus, Calculus, or any other college preparatory course.

Track 2 - Math with an Enriched Language Arts program: check all that apply

____ At least 3 units of math: One unit in Algebra and one unit in Geometry **OR** 2 units of algebra and geometry integrated; **AND** one unit of Consumer/Business Math or Accounting.

____ **PLUS** a fifth English unit **OR** 4 social studies units, **OR** 3 units of the same foreign language.

Attachments :

____ A recommendation written by the evaluator or other person who has worked with the student *in an academic setting* explaining why s/he is recommending the student for this honor. *A parent may not write an academic honors recommendation.*

____ One sample (one-page) of the student's writing either from the current year's work, or written specifically for the honors program application.

We certify that the all information given above and attached is not exaggerated but is true and accurate to the best of our knowledge. (Signatures required below).

Student _____ Supervisor _____ Date _____

The Diploma with Distinction Application for (print name) _____

Please submit this application with the Diploma Request Form

The **Diploma with Distinction** is presented to the student who has demonstrated excellence or eminence of character, reputation, compassion, or performance in extra-curricular or leadership activities. Throughout his service, the student will have proven possession of exceptional standards and diligence of effort. This diploma is designed to recognize the student for accomplishments outside the academic area. Anyone may recommend an MDHSA diploma candidate for this honor, including a parent for a student who has taken on significant responsibilities at home, or a student's basketball coach, pastor, employer, etc. The person making the recommendation shall submit a letter explaining why the student qualifies for this honor.

____ Recommendation attached

We certify that all information, given above or attached, is not exaggerated but is true and accurate to the best of our knowledge. (Signatures required below).

Student _____ Supervisor _____ Date _____

Diploma for Performance in the Fine Arts Application for (print name) _____

Please submit this application with the Diploma Request Form

The **Diploma for Performance in the Fine Arts** is awarded to the student who has completed, *in addition to the requirements for a general diploma*, the following requirements in **Theater Arts, Performing Arts, or Fine Arts**. A recommendation may be made by an evaluator, a music instructor, drama coach, dance instructor, etc. or other person who is able to attest to the student's knowledge, understanding and pursuit of excellence in that area. ***A parent may not make a recommendation for a fine arts diploma.*** Please check items below. If you believe your student qualifies for the academic honor, but does not exactly fit the criteria listed on the application, write a letter defending your position and it will be considered.

Theater Arts

1. ___ A minimum of three units of theater or drama in addition to the general diploma requirements in English is required. These units should include study of theater history, influential writers, and famous performers and directors as well as other related topics. This course work has been included on the **Annual Summary Form** as it was completed.
2. ___ Participation in various aspects of production such as sets, lighting, costume, sound, and/or stage management.
3. ___ The student has been active in at least two productions.

___ Attached is a recommendation from an instructor or other knowledgeable person who is able to attest to the student's pursuit of knowledge, understanding and pursuit of excellence in the theater arts. A parent may not make a recommendation.

Performing Arts: Music

1. ___ A minimum of three units of music study in piano, voice or another instrument is required.
2. ___ Music theory must be studied either separately or incorporated into instrumental or voice instruction. A music checklist found in the guide should be used to identify the concepts required. This checklist covers concepts that many colleges require of students entering their music programs.
3. ___ One half unit of either sight singing or sight reading must be included in the above units. If this was incorporated into instrumental or voice instruction, a statement to that effect from the instructor will satisfy the requirement.
4. ___ Competency with at least one instrument or in vocal performance.
5. ___ Proof of participation in at least two recitals or performances, preferably one as a soloist.

___ Attached is a recommendation from an instructor or other knowledgeable person who is able to attest to the student's pursuit of knowledge, understanding and pursuit of excellence in music. A parent may not make a recommendation.

Performing Arts: Dance

1. ___ A minimum of three units of dance is required. These are in addition to the physical education requirement on the annual summary form.
2. ___ Participation in at least two recitals or performances.

___ Attached is a recommendation from an instructor or other knowledgeable person who is able to attest to the student's pursuit of knowledge, understanding and pursuit of excellence in dance. A parent may not make a recommendation.

Fine Arts

1. ___ Three units of studio work in at least two media of the student's choice such as drawing, painting, ceramics, or fiber arts. This should include study of both two-dimensional and three-dimensional properties.
2. ___ One Credit of art history/humanities in addition to the minimum English and History requirements.
3. ___ Participation in at least one art show or gallery display, or other exhibit.

___ Attached is a recommendation from an instructor or other knowledgeable person who is able to attest to the student's pursuit of knowledge, understanding and pursuit of excellence in the fine arts. A parent may not make a recommendation.

We certify that the all information given above and attached is not exaggerated but is true and accurate to the best of our knowledge. (Signatures required below).

Student _____ Supervisor _____ Date _____