

YEARLY PAPERWORK CHECKLIST

Use this checklist to ensure that all of the required paperwork is completed and mailed to MDHSA. **DO NOT SEND THIS FORM TO THE MDHSA OFFICE – IT IS FOR YOUR PERSONAL USE ONLY.**

Please note the following when submitting paperwork to the MDHSA office:

1. Make copies of all documents that you send. Items can get lost in the mail.
2. Do not send items via any method that requires a signature for delivery or via FedEx, UPS, or other mail service. The office is staffed part-time, and your package may be returned to you before the staff is able to drive to the facility to retrieve the item. Ensure the correct postage is on the envelope before mailing. Failure to follow these steps will delay the office in receiving your student's paperwork.
3. Mail items to: MDHSA-DP, 32 W. Main Street #5, Waynesboro, PA 17268
4. If you require notification that the office has received your paperwork, please complete a "Confirmation of Receipt of Paperwork" form and send it, along with a self-addressed stamped envelope, to the MDHSA office WITH the yearly paperwork (listed below). When the items have been received in the office, your Confirmation Receipt and envelope will be returned to you with the date the office received the forms and any information or notes from the Staff regarding the paperwork.
5. Questions? Email diploma@masondixonhomeschoolers.org.

A detailed explanation of the forms and the procedures for obtaining, completing, and submitting the forms can be found in the Diploma Guide.

If the student was NOT homeschooled for each year of high school and thus does not have an evaluation for that time period, MDHSA must receive the public/private/charter/cyber school transcript in its place.

9th Grade:

- ⇒ Registration and Annual Filing Form (RFF)
- ⇒ 9th grade evaluation, signed by your Evaluator.
- ⇒ 9th grade Annual Summary Form and Transcript – both pages signed by the Evaluator

10th Grade:

- ⇒ Registration and Annual Filing Form (RFF)
- ⇒ 10th grade evaluation, signed by your Evaluator
- ⇒ 10th grade Annual Summary Form and Transcript – both pages signed by the Evaluator

11th Grade:

- ⇒ Registration and Annual Filing Form (RFF)
- ⇒ 11th grade evaluation, signed by your Evaluator
- ⇒ 11th grade Annual Summary Form and Transcript – both pages signed by the Evaluator

12th Grade:

- ⇒ Registration and Annual Filing Form (RFF)
- ⇒ 12th grade evaluation, signed by your Evaluator
- ⇒ 12th grade Annual Summary Form and Transcript – both pages signed by the Evaluator
- ⇒ Diploma Request Form and Fee, "Statement of Compliance" section signed
- ⇒ -Optional- Honors Applications, recommendations, and writing (if applicable)

DO NOT SEND THE UNSIGNED DIGITAL ASF/TX. OUR PROCEDURES HAVE CHANGED AND IT IS NO LONGER NEEDED.