

## YEARLY CHECKLIST for 9<sup>th</sup>-12<sup>th</sup> Grades

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 11<sup>th</sup>-12<sup>th</sup> grade (but must include all documentation for each year completed). Items are listed in the order they should be completed!

### **Before the Evaluation:**

- \_\_\_ Parent contacts the Evaluator and verifies if Evaluator will be using the ONLINE ANNUAL SUMMARY FORM or the PDF of the ASF/TX Form
  - *If utilizing the PDF form, decide if the parent or Evaluator will be preparing the document.*
  - *If the family will be preparing the document, print the form and take it to the evaluation so the Evaluator may verify the information based on MDHSA's criteria as provided in the student's portfolio. Make sure the Evaluator signs both pages of the form or it will be rejected by MDHSA.*

### **Family Takes to the Evaluation:**

- \_\_\_ Portfolio and Log
- \_\_\_ Other items or documentation to help your Evaluator assess your student's education for the year
- \_\_\_ Any public/private school or college transcripts for credits that are being transferred to the MDHSA transcript

### **At the Evaluation:**

- \_\_\_ The Evaluator will complete the evaluation and will determine if criteria have been met to accept the credits awarded for that year.
- \_\_\_ The Evaluator will then record that information via one of two methods:
  - *By entering the course and credit information on the ONLINE ANNUAL SUMMARY FORM (Evaluator-only)*
  - *By entering or accepting the information on the PDF version of the ASF/TX; signature required on both pages*

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

- \_\_\_ Choose your method of submission: Upload, Email, or Mailed paperwork submission available. See the Diploma Guide Forms page for details on the different options:  
<https://masondixonhomeschoolers.org/dp/index.php/online-forms/>.
- \_\_\_ Gather a copy of the signed Evaluation (**and both pages of the signed paper ASF/TX, if used**)
  - *If submitting via upload or email, convert your document(s) to PDF format*
  - *If mailing paperwork, make a copy for your records!*
- \_\_\_ Submit the yearly paperwork via your preferred method.
  - If mailing yearly paperwork:**
    - Complete the HARD COPY of the form [Confirmation of Receipt of Mailed Paperwork](#).
    - Prepare a self-addressed, stamped envelope.
    - Include all the above with the yearly paperwork. Ensure proper postage is on your package!

\_\_\_ **SENIOR YEAR ONLY:** Gather/prepare any honors applications and associated documentation that your student may be applying for.

\_\_\_ **SENIOR YEAR ONLY:** Complete a Diploma Request Form (online or mailed hard copy). See <https://masondixonhomeschoolers.org/dp/index.php/diploma-request/>

\_\_\_ **SENIOR YEAR ONLY:** Submit the Diploma Request Form, fee, final yearly paperwork, and any honors recommendations and required attachments (via online or mail).

### **WHEN MAILING ANY ITEMS TO MDHSA:**

- **DO NOT SEND ITEMS BY ANY METHOD THAT REQUIRES A SIGNATURE FOR DELIVERY!**
- Weigh your envelope and ensure proper postage. Your item may be returned to you if proper postage is not on your package.
- Always make copies of every document sent to the MDHSA office, as things do get lost in the mail.

NOTE: If transferring credits from a public/private school or college into the MDHSA transcript, MDHSA will need to receive a copy of the school's transcript either directly from the school or your evaluator before the credits can be entered into the MDHSA transcript.