

# CCP Checklist

Mrs. Melissa Singleton, High School Counselor, 740-969-7251, ext. 2039 [msingleton@amanda.k12.oh.us](mailto:msingleton@amanda.k12.oh.us)  
Ms. Julie Feliciano, School Counseling/Athletic Secretary, 740-969-7251, ext. 2203 [jufeliciano@amanda.k12.oh.us](mailto:jufeliciano@amanda.k12.oh.us)

- ☐ Complete **Intent to Participate Form** w/parent signature and return to Mrs. Singleton, High School Counselor by **April 1, 2022**
- ☐ Attend an Informational Session either in person or virtually
- ☐ Apply to the college/university in which you plan to enroll using the **College Credit Plus Application** supplied by your college advisor by **May 1, 2022**
- ☐ Create a **Parchment** account if you have not already done so. The link can be found on the Amanda-Cleacreek High School Counseling Service web page or use the following link:  
<https://www.parchment.com/u/registration/19475/account>
- ☐ Request your transcript from Parchment and have it sent to the college/university for which you are applying for CCP courses.
- ☐ Schedule the Accuplacer or submit your test results/ACT scores (act.org) if required to the college/university. \*This must be coordinated with your admissions advisor from the college/university, not Mrs. Singleton
- ☐ Turn in signed consent forms (**FERPA & CCP Participation**) to Mrs. Singleton
- ☐ Turn in signed **Mature Content Permission Slip** to your college CCP Advisor.
- ☐ Attend orientation for the college/university
- ☐ Register for classes with your college/university admissions counselor. **\*Once your forms are signed by Mrs. Singleton, it is your responsibility to ensure that your admissions counselor receives the registration paperwork by the deadlines. Mrs. Singleton and Ms. Feliciano are not responsible for completing this important step.**
- ☐ Submit a copy of your registration for classes to Mrs. Singleton
- ☐ Ensure that you are not registered for more than 30 credit hours per year (summer to spring).
- ☐ Check your college/university & ACHS email accounts DAILY for important communication about your courses. **\*You are strongly advised to forward your college/university emails to your ACHS email account for convenience.**
- ☐ Most colleges/universities provide waivers for textbooks. Be sure to communicate with your college advisor about how to obtain your books/materials. \*If your institution does NOT provide vouchers, YOU MUST provide Mrs. Singleton with a list of required textbooks to order on your behalf as soon as possible.
- ☐ If you choose to drop/change your courses, you are responsible for obtaining the DROP/CHANGE form from your college advisor, completing the paperwork, obtaining signatures from Mrs. Singleton, and returning the completed form to your college advisor.

# CollegeCredit STUDENT ELIGIBILITY ASSESSMENTS

## PLUS

OHIO REVISED CODE 3365.03

**Effective Academic Year 2018-2019, a student interested in College Credit Plus must meet statewide eligibility criteria.** A student is considered **Eligible** for the program if the student scores at or above the "Assessment Threshold Score" in at least one subtest of an approved assessment exam\* in the table below.

If a student does not meet the Assessment Threshold Score in at least one subtest, but has scored within the "Score Range to be Considered" (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible** for the program if he/she also as a 3.0 cumulative GPA or receives a recommendation from school counselor, principal, or career-technical advisor.

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
<b>Classic ACCUPLACER</b>	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
<b>Next-Generation ACCUPLACER</b>	Writing	263	257 - 262
	WritePlacer	5	4
	Reading	250	243 - 249
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259 - 262
<b>ACT</b>	Advanced Algebra & Functions (AAF)	263	257 - 262
	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
<b>SAT</b>	Evidence Based Reading & Writing	480	450 - 479
<b>ALEKS</b>	Mathematics	530	500 - 529
	Mathematics	46	40 - 45
<b>MapleSoft T.A.</b>	Mathematics - Basic Algebra Test (MBALG)**	26	Calculation in process**
<b>PlaceU (WebAssign)</b>	Mathematics	18	16 - 17

\* Approved assessment exams are listed in this table and in the "Uniform Statewide Standards for Remediation-Free Status" available at [www.ohiohighered.org/college-readiness](http://www.ohiohighered.org/college-readiness). This document is reviewed annually; check for updates on [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).

\*\*The Maplesoft T.A. threshold score was updated for 2019-2020; the chart will be updated with a conditionally eligible range when those scores are available.



## Annual Notice for 2022-2023 School Year

This document provides notice of the College Credit Plus program to **Amanda-Clearcreek High School** students in grades 9 through 11 and their parents. This information will be posted on the school's website, and written/electronic communications including those generally distributed to students, course booklet, student assembly, or information night.

### College Credit Plus Costs:

- (a) College Credit Plus opportunities have no cost to students, including the free option to attend public institutions of higher education. School districts have the option to seek reimbursement for the tuition the district has paid to the college on behalf of the student if the student receives a non-passing grade or withdraws after the no-fault deadline date.
- (b) There is potential cost of participation with a nonpublic/private institution of higher education. Private colleges/universities have the option of charging a minimal fee to students.
- (c) Students who are economically disadvantaged who choose to attend a nonpublic institution of higher education cannot be charged a minimum fee.
- (d) **Amanda-Clearcreek High School** is a nonpublic/private school. For students attending nonpublic/private secondary schools, students must apply for state funding to participate and this funding may be limited for students.<sup>1</sup>

### (ii) Criteria for student participation, including, but not limited to, the following:

- (a) Parents and students must participate in a counseling session prior to participation (which may be included as part of the Information Session).

#### (b) Important Notice:

"Students must submit a **written notice of their intent to participate** in the upcoming academic year, by **April 1**, in accordance with section 3365.03 of the Revised Code, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in College Credit Plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."

For students attending nonpublic/private secondary schools, students must submit their intent to participate within the funding application.

<sup>1</sup> See <https://www.ohiohighered.org/ccp/students-families> for funding application deadline, information, and links.

### Appeal Options when missing the April 1 deadline:

Any student who fails to provide the notification by the required date may not participate in the program during the following school year without the written consent of the principal, or equivalent. If a student seeks consent from the principal after failing to provide notification by the required date (April 1), the principal shall notify the Ohio Department of Education of the student's intent to participate within 10 days of the date on which the student seeks consent. If the principal does not provide written consent, the student may appeal the principal's decision to the district superintendent. Not later than 30 days after the notification of the appeal, the district superintendent or governing entity shall hear the appeal and shall make a decision to either grant or deny that student's participation in the program. The decision of the district superintendent or governing entity shall be final.<sup>2</sup>

There is no appeal for missing the April 1 deadline for students attending nonpublic/private secondary schools or homeschooled students.

### (iii) Student participation options:

- (a) Secondary schools cannot limit a student's participation in the College Credit Plus program to only the courses offered in that school and students may also participate online or at any other participating institution of higher education, or any combination thereof.
- (b) Participating students may be concurrently enrolled in multiple postsecondary institutions and may take postsecondary courses from more than one institution of higher education, concurrently.
- (c) List of courses offered at the secondary school through an agreement with an institution of higher education.
- (d) Students should review the course catalog of an institution of higher education for a full listing of course offerings by the institution.
- (e) At **Amanda-Clearcreek High School** students do have the option to participate in the College Credit Plus program at the high school. Students can also participate online or at an institution of higher education.
- (f) Students have the opportunity to participate during the summer term. For any student participating in a summer term that transfers to a new secondary school, **the student has the responsibility to notify the institution of higher education and the student's prior and new secondary school of such transfer.**

### Deadlines:

April 1, 2022 Letter of Intent form is due

April 1, 2022 Funding application and Intent form are due for nonpublic/private school students

**\*Refer to the CCP partner college/university list of important dates and deadlines as directed by a CCP Advisor (application, registration, orientation, ADD/DROP, etc.**

(iv) Melissa Singleton, the High School Counselor is the designated point of contact for College Credit Plus and will answer questions of students and parents and the community regarding the program's operation and will act as a liaison to the state of Ohio to monitor future changes or amendments to the program.

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<sup>2</sup> See Ohio Revised Code 3365.03 for additional details.

On-Campus CCP Courses (hosted here at A-C via Hocking College)

Course Number	Course Name	Credit Hours
HOCKING08 CCP	Anatomy & Physiology I	4
HOCKING02 CCP	Speech	3
HOCKING07 CCP	American Sign Language I	3
HOCKING01 CCP	English Composition I	4
HOCKING23 CCP	English Composition II	3
HOCKING04 CCP	Pre-Calculus	6

## ACADEMIC YEAR 2022-2023: PUBLIC SCHOOLS

<b>Date</b> <i>After April 1, you will need permission from the school principal to participate.</i>	
<b>School Name</b>	
<b>Student Name</b>	
<b>Student Grade Level 2022-2023</b>	
<b>Parent/Guardian Name</b>	
<b>Home Address</b>	
<b>Parent Phone Number</b>	
<b>Parent Email Address</b>	
<b>Student Phone Number</b>	
<b>Student Email Address</b>	

## DECLARATION OF INTENT

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the upcoming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the secondary school by **April 1**.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



# Quick Start Guide

## CREATE A PARCHMENT ACCOUNT AND ORDER YOUR TRANSCRIPT

Download the  
Parchment Guide to  
Ordering Transcripts  
for FAQs and full  
details on registering,  
ordering, and  
more.

### CREATE A PARCHMENT ACCOUNT

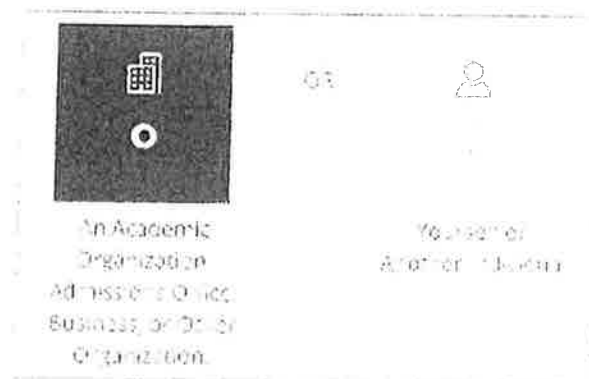
Go to [Parchment.com](http://Parchment.com) and search for the school you attend(ed). This is the school where you will be requesting your transcript from, not the school (or other destination) that you want to send your transcript to. You will then fill in all the fields on that page to get your account set up.



If you received an email from your school with a link in it, or a handout with a registration code, follow the instructions in the email or handout to register.

### ORDER YOUR TRANSCRIPT

1. Sign in.
2. Click Order under the name of your school.
3. You will see two destination options. If you are sending your transcript to a school, select the option on the left. If you are sending it to yourself or to another individual, select the option on the right:



If you select the option on the left, you will be presented with a search box where you will search for the destination. If the destination that you are sending your transcript to does not appear, click Enter Your Own to manually enter the destination.

4. Continue filling in the fields to place your order. Information on the next page tells you more about the options that you will see here.
5. On the Provide Consent page you (or your parent/guardian) authorizes Parchment to release your transcript from your school once we receive the transcript. You can sign with your mouse or finger.
6. Finally, you will make a payment if you are asked to (we accept Visa, Mastercard, Discover, and American Express).

## IMPORTANT THINGS TO NOTE

Remember that your school has your transcript. If you track your order and see **Order submitted to school** as your order status, please contact your school if you are concerned about a delay in processing your order.

## ELECTRONIC AND PAPER TRANSCRIPTS

Sending and receiving electronic transcripts is fast, easy, and secure, but we know that there may be times when you need to send paper transcripts. Since some schools in the Parchment network may only want to receive electronic transcripts, you may not be presented with a choice of delivery methods.



For electronic transcripts, the recipient will either receive an email with a link in it to access your transcript, or, if the recipient is a school that is part of our Parchment network, the electronic transcript will land in their Parchment account.



For paper transcripts, you have the option to send your transcript by USPS mail or overnight delivery. We use FedEx for overnight delivery. FedEx does not deliver on Saturdays and Sundays. Remember that your school must approve and process your order before we can send your transcript, so if you select overnight delivery, your transcript may not be delivered the next day if there is a delay with your school processing your order.

## SEND YOUR TRANSCRIPT NOW OR WAIT UNTIL YOUR NEXT GRADES ARE ON IT

During your order, you will be presented with a drop-down menu where you can select if you want to wait until your next grades are in before sending your transcript.

When do you want this sent?

☒ Send Now

☐ Hold for Grades

## TRACK YOUR ORDER

You will receive regular email updates, and you can always sign in to your account to track your order.

## NEED MORE HELP?

Visit our Help Center if you need any help along the way. We have help topics and videos, and you can submit a support ticket to contact us.



*Amanda-Clearcreek Local School District*

Amanda-Clearcreek High School

328 East Main St

Scott Hinton, Administrator

Phone: 740-969-7251

Fax: 740-969-4764

Release to Parent

Under the Family Educational Rights and Privacy Act (FERPA), most information about you from CCP records, including grades received, is considered confidential and, with certain exceptions, generally may not be released to third parties, including your parents, without your written consent.

You may authorize Amanda Clearcreek High School to release information from your records to your parents by completing the information requested below and returning this form. Please note that without this authorization, ACHSs ability to disclose information from your records to your parents or to speak with your parents about information from your records will be significantly restricted. You are urged to inform your parents of this fact if you decide not to execute the authorization form.

I, \_\_\_\_\_, authorize  
Print name

Amanda Clearcreek High School to disclose any and all information from my records to my parent(s). This consent will remain in effect while I am enrolled at ACHS.

Student (signature) \_\_\_\_\_  
Date \_\_\_\_\_

## **Amanda-Clearcreek High School College Credit Plus Participation Consent Form**

\*This form must be completed, signed, and returned to the School Counseling Office prior to course registration.

Name (First, Middle, Last): \_\_\_\_\_

Date of Birth \_\_\_\_\_ Anticipated HS graduation year \_\_\_\_\_

I understand that:

1. Students are enrolling in college level courses. These courses become part of the student's permanent academic record, including both the high school and college transcripts and GPAs. Courses taken for high school graduation credit may impact a student's ability to graduate high school.
2. Students who fail and/or withdraw from course(s) after the deadline may be billed by their school district for all tuition and fees associated with those courses. A student may withdraw from a class prior to the college's withdrawal date and receive a "W" on the college transcript, which will not affect the college GPA. Students who wish to drop a college class should consult with their school counselor and CCP advisor before doing so.
3. Students who register for more than 30 credit hours (a combination of high school & CCP) per school year will be responsible to pay for the entire course that placed him/her over the 30-hour limit per school year. The higher regular tuition rate will be charged to the student. If the student is over the 30 hours, the school must inform the student of the option to drop the course before the census date or continue with the course as a "self-pay" student at the regular tuition rate. [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp)
4. Athletic Eligibility: students MUST have passed a minimum of five (5) one credit classes (not including P.E) or the equivalent and have a 1.5 GPA for the preceding grading period.
5. Parents should not contact non-ACHS instructors regarding student progress, attendance, assignments, etc. All communication regarding the student must be handled through the College Credit Plus Office and/or the school counselor in accordance with the Family Education Rights and Privacy Act (FERPA).
6. If the student is taking a course(s) on a campus or Regional Learning Center, the student may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. Students may be required to interact with classmates on group work/projects inside and outside the classroom.
7. Course subject matter may include mature themes and materials and will not be modified based upon College Credit Plus student participation.
9. If the student has a documented disability, it is the student's responsibility to request necessary accommodations through the college's Office of Disability Services.
10. Completion of this consent form does not guarantee admission to a specific program or course. To add courses, students must meet course placement and/or prerequisites and submit a registration form.

Student signature: \_\_\_\_\_

Date \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date \_\_\_\_\_

This permission slip must be completed and signed by the student and his or her parent or guardian in order for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college or university will enroll in actual college courses, which *may* include "mature subject matter" as defined in Ohio Revised Code 3365.035.

**PLEASE TYPE OR PRINT:**

We \_\_\_\_\_ (Student Name) and \_\_\_\_\_ (Parent Name) hereby understand that by enrolling in College Credit Plus courses:

- Content *may* include mature subject matter that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs; and
- State law requires this signed form be submitted in the student's application to the college or university following that college or university's instructions for submission of application materials.

The signatures below indicate permission is granted to participate in College Credit Plus. It is the parent's or guardian's responsibility to be aware of and monitor the student's enrollment based on information provided by the college.

Student Information – **PLEASE TYPE OR PRINT:**

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of High School (or homeschooled): \_\_\_\_\_

Parent Information – **PLEASE TYPE OR PRINT:**

Parent Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE COLLEGE OR UNIVERSITY TO WHICH THE STUDENT IS APPLYING.  
FOLLOW THE COLLEGE OR UNIVERSITY'S INSTRUCTIONS TO SUBMIT THIS FORM.**