

INFORMATION FOR HOME SCHOOLED APPLICANTS TO FINGER LAKES COMMUNITY COLLEGE

The Finger Lakes Community College Admissions Office has received your application for admission and we are pleased that you are interested in attending the college. Because you indicated on the application form that you are home-schooled, we are sending you important details about the supplemental information that you must submit about your educational background in order to complete your admissions file.

In compliance with the enclosed State University of New York and New York State Education Department policies (Section 100.10 of the Regulations of the Commissioner of Education) for home-schooled students, FLCC requires that home-schooled applicants provide documentation of their high school equivalent homeschooled instruction program in one of the six ways listed in the enclosed information. For those who select Option One, providing a "Verification of Completion" form completed by the superintendent of their local school district, we have enclosed a copy of the form for that purpose. Please complete the upper portion of the form before providing it to the superintendent. **Completed forms should be returned directly by the superintendent to the FLCC Admissions Office.**

Once the FLCC Admissions Office has received the documentation showing completion of the requirements of Section 100.10 by one of the available options listed in the attached information, your complete application will be reviewed for the semester for which you have requested admission.

Please note that if you are currently in progress with your requirements, we will require a final version of the form that shows you completed all assessments.

We hope that this information will be helpful in your pursuit of your education at FLCC. If you have questions, please contact the FLCC Admissions Office at (585) 785-1279.

Finger Lakes Community College
Verification of Completion of Section 100.10 Requirements
Superintendent Form for Home-schooled Students

To _____ Superintendent:
(School District)

I have been a home-schooled student in your district. In order to complete my application for admission to Finger Lakes Community College, I request that you complete the following information and return it to the Admissions Office, Finger Lakes Community College, 3325 Marvin Sands Drive, Canandaigua, NY 14424.

My name is _____ Birth date: _____

Street Address _____

City/State/ Zip Code _____

Phone number (____) _____

Student's Signature _____ Date _____

For Superintendent's Completion:

I verify that the student has completed the equivalent instruction for a high school diploma pursuant to Section 100.10 of the Regulations of the Commissioner of Education.

The student has **completed** the following requirements:

- | | | | | | | |
|----|---|-------|-----|-------|----|-------------------|
| 1. | Intent to home school was filed | _____ | Yes | _____ | No | |
| 2. | IHIP was filed meeting 100.10 standards | _____ | Yes | _____ | No | |
| 3. | Required courses were completed | _____ | Yes | _____ | No | _____ In Progress |
| 4. | Annual assessments completed and passed | _____ | Yes | _____ | No | _____ In Progress |

The completion date or anticipated completion date is: _____ (MM/YYYY)

Superintendent's Signature _____ Date _____

School District Name _____

Address _____

Phone Number _____

Please mail the complete form to: Admissions, 3325 Marvin Sands Dr, Canandaigua, NY 14424.
FLCC requires the form to arrive directly from the Superintendent's office.

The University of the State of New York policy for admission of home-schooled students into SUNY universities and colleges requires the completion of this information by the school superintendent as a method for homeschooled students to verify high school equivalent instruction. For questions or concerns about this form or policy, contact the Admissions Office at Finger Lakes Community College at (585) 785-1279.

Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

FINGER LAKES COMMUNITY COLLEGE

POLICY AND PROCEDURES FOR HOME SCHOOLED APPLICANTS

The policy for admissions of home schooled applicants at Finger Lakes Community College reflects the current policy guidelines approved by the New York State Education Department and the University of the State of New York (SUNY). Alternate pathways for homeschooled students to gain acceptance to Finger Lakes Community College (a SUNY institution) are available and have been listed below.

FLCC ADMISSION POLICY FOR HOME SCHOOLED APPLICANTS:

1. **Home-schooled applicants must provide documentation of their home schooled education (using one of the six options below) in order to complete their application for admission and be considered for acceptance into the college:**
 - a. **Option One: The preferred method for many homeschooled students is to submit certification of a high school equivalent home instruction program using the attached “Verification of Completion” form.** This certification must be provided by the superintendent of the school district in which the student resides and must attest to the student’s completion of a program of home instruction that is the substantial equivalent of a four-year high school course of instruction and meets the Requirements of Section 100.10 of the Regulations of the Commissioner of Education. The office may submit an “In Progress” verification for admission purposes, but we will require a final copy prior to the start of classes. (For applicants of compulsory age* of attendance, superintendent certification is the only viable method by which a student can seek admission as a matriculated student to FLCC.)
 - a. Option Two: A homeschooled student can provide evidence of successfully achieving the high school equivalent by submitting a G.E.D. (General Equivalency Diploma) or T.A.S.C. (Test Assessing Secondary Completion) score report showing successful completion.
 - b. Option Three: A homeschool student can submit a high school diploma from a public high school or registered non-public school approved by the New York State Education Department, or the Department of Education in the state they resided at the time of graduation.
 - c. Option Four: A homeschool student can submit proof of successfully completing all requirements for five NY State Regents examinations or approved alternative assessments for these examinations: the Regents Comprehensive Examination in English and the Regents examinations in mathematics, U.S. history and government, science, global history, and geography. This information must be provided by the school district in which the applicant resides.
 - d. Option Five: A homeschool student can provide an official college transcript showing completion of an associates or bachelors degree from an accredited college or university.

- e. Option Six: A final alternative is available to home schooled applicants who are 18 years of age or older by the start of the semester for which they wish to enroll. Home-schooled students who cannot or do not wish to complete the above options can consider the FLCC “24 Credit Hour Program” as an alternative. Applicants selecting this option must complete the ATB test administered by FLCC and achieve the required minimum score for acceptance. If a minimum score or higher is achieved the applicant can be matriculated to the college. After completing 24 credits, students may apply for a NYS high school equivalency diploma. Students entering the “24 Credit Hour Program” should be aware that they:
- Are not eligible for federal financial aid (ex. Pell) until they have earned the high school equivalency diploma. Students can still apply for New York State funding (i.e. the Tuition Assistance Program).
 - Must complete the prescribed college curriculum of 24 credit hours defined by the NYSED and apply for their high school equivalency certificate.

If selecting this option, contact the Academic Advising, Career, and Transfer Services Office for information about scheduling an ATB test at (585) 785-1279.

Once documentation for one of the options above is received, applicants will be reviewed and notified by letter of their acceptance status. FLCC adheres to an open admissions policy except for the selective program, Nursing (RN).

If students or parents have questions about the home school admissions policy or are seeking advice on what would be their best option for documentation of home school instruction, please contact the Finger Lakes Community College Admissions Office at (585) 785-1279.

*In New York State, section 3205 of the Education Law requires a child’s attendance in full-time day instruction from the age of six to the end of the school year in which the child turns sixteen, or seventeen for districts that select this age.