

## Homeschool Documentation Requirements

Homeschool applicants must submit a Homeschool High School Transcript & notarized Homeschool Verification Letter to fulfill Admission Process. The letter details how the applicant was homeschooled in their appropriate state.

The documents can be mailed to:  
Cincinnati State  
Office of Admission  
3520 Central Parkway  
Cincinnati, Oh 45223

The following information is required:

- High School Transcript:
  - Prepared on school letterhead or provide homeschool institution's name, address, and contact number.
  - Current date
  - Full name, date of birth, and date of graduation (or prospective graduation date)
  - List of all high school courses during 9<sup>th</sup>-12<sup>th</sup> grades
  - Parent's printed name, signature, & date
- Verification Letter:
  - Prepared on school letterhead or provide homeschool institution's name, address, and contact number.
  - Current date
  - Parent's printed name, signature, & date
  - Statement below:

*This letter is to confirm that we met the requirements for homeschooling \_\_\_\_\_  
(Student Name)  
from \_\_\_\_\_ to \_\_\_\_\_ under the State Administrative Code of \_\_\_\_\_  
(Start Date) (End Date) (State Administrative Code)*

**\*\*\*Note\*\*\***

- This PDF is **for informational purposes only** and the letter must be created from scratch with the statement provided on the above.
- The State Administrative Code can be obtained from your local school district (during attendance) or the appropriate state's Department of Education website.
  - a. If you are in contact with the local school district, check to see if there are any Letters of Intent. The State Administrative Code would most likely be listed on these letters.
  - b. The code could possibly have numbers, letters, hyphens, &/or other symbols.