

HOME STUDY CHECKLIST

WHERE DO I START?

Part of preparing for college is taking the right classes in middle and high school, but college preparation is about more than just classes and grades. It's also about developing the skills (such as good study habits, paying attention in class, and reading) that will help you succeed in college and life. As a home study student or parent, there are so many other details that you need to consider as well.

Here's what you can do **NOW** to minimize **TOPS** processing errors when your child reaches their senior year:

9TH AND 10TH GRADE:

- 1** If the student ever attended a public and/or private high school for any part of their 9th and/or 10th-grade year, LOSFA requires a letter from the high school stating the dates of attendance and stating whether or not the student was in good standing at the time they left. Certification must be on the school's letterhead and signed by the principal, headmaster, or appropriate personnel at the high school previously attended. Certification can also be obtained from the school board office.
- 2** For students that were in a BESE-approved home study program for 9th and/or 10th grade, LOSFA will need a copy of the 9th and/or 10th grade Home Study Approval Notification from the Louisiana Department of Education – BESE.
- 3** Students that attended a registered nonpublic school (not seeking state approval) for 9th and/or 10th grade can provide a copy of their Registration Confirmation from BESE or a letter from their home study administrator stating the student's dates of attendance.
- 4** Keep a record of all Registration Confirmations and Home Study Approval Notifications received from the time the student leaves a brick-and-mortar high school.
- 5** LOSFA has an agreement with ACT, Inc. that requires ACT, Inc. to electronically report to LOSFA all ACT test scores for students who indicate they are a resident of Louisiana. Students are also advised to include the "La Office of Student Financ Asst" (TOPS) report code of "1595" in the list of institutions to receive the test scores when registering for the ACT.
- 6** Home study students are identified by the high school code they entered on their ACT or SAT Registration. You should use the high school code 969999 on the ACT and 970000 on the SAT. These codes will cause your name to be placed on a list of students to be verified by the Louisiana Department of Education (LDE) as having been registered in an approved home study program.

11TH GRADE

1

If ever enrolled in a Louisiana public or nonpublic school approved by BESE for 9th or 10th, the student must be enrolled home study program approved by BESE at the completion of 10th grade.

Visit the link for more information on registering in a BESE-approved home study program.



**BESE Approved
Home Study
Program Guidelines**

12TH GRADE

1

If NEVER enrolled in a Louisiana public or nonpublic school approved by BESE, the student must successfully complete at the 12th-grade level a home study program approved by BESE .

2

The FAFSA will open on October 1st of the student's senior year. If you complete the FAFSA, you will be asked, "When you begin college in the 2022-2023 school year, what will be your high school completion status?"

3

Students who are enrolled in a BESE Approved Home-Study program qualify for TOPS under Alternate Eligibility based on the ACT score in lieu of the GPA and core curriculum requirements. The student must take the official ACT test (including national, international, military, or special test types) on or before the official April test date in the academic year (high school) in which the student graduates or completes a home study program approved by BESE.

For information about ACT and/or SAT testing accommodation, please visit the following:

ACT Testing Accommodations; SAT Test Accommodations



CONTACT LOSFA



Ask LEX
(LOSFA's virtual response assistant,
available 24/7 at www.mylosfa.la.gov)



Visit mylosfa.la.gov



Email custserv@la.gov
or GeauxFAFSA@la.gov



Schedule **Virtual Office Hours**
(Available 9:00 a.m. – 3:00 p.m. on
Monday – Friday)