

Expanded Options Program Checklist

Each school year, the district will ensure that the following protocol is followed:

- Review and make any updates to the letter that each high school principal will send at the end of the year by (Date).
Review and enter into any agreements with eligible institutions by (Date).
Compile list of all resident students who have dropped out and eligible for EOP and confirm their last known address by (Date).
Send notification letter to all "eligible students," and to students who have dropped out at their last known address by (Date), but no later than February 15th.
Review all student notifications submitted before May 15th.
Review all notices of acceptance from post-secondary institutions sent to district.

Confirm the following by (Date):

- Whether student is "eligible" Yes No
Whether post-secondary institution is "eligible" Yes No
Whether post-secondary course is "eligible" Yes No
Whether post-secondary institution has accepted the student Yes No

(Must be all "yes" to proceed. If not, student may initiate appeal process.)

- Confirm that district has agreement with post-secondary institution for each accepted student

(If no agreement on file, enter into agreement with post-secondary institution immediately. If agreement on file, proceed to next step.)

- Schedule meeting with student's advisory support team
Confirm that advisory support team met with student