

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 1st.
- Review all student notifications submitted before Mar 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