

**Helix School District 1R**

Code: **IGBHE-AR(3)**  
Revised/Reviewed: 5/14/08

**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 \_\_\_\_\_, but no later than February 15th.  
(Date)
- 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)

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Whether student is “eligible”                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Whether post-secondary institution is “eligible”            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Whether post-secondary course is “eligible”                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Whether post-secondary institution has accepted the student | <input type="checkbox"/> Yes | <input type="checkbox"/> 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