

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 **January 31st**.
- Review and enter into any agreements with eligible institutions by **July 1st**.
- Compile list of all resident students who have dropped out and eligible for EOP and confirm their last known address by **January 31st**.
- Send notification letter to all “eligible students,” and to students who have dropped out at their last known address by **February 15th**, 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 **June 15th**:

- | | | |
|--|------------------------------|-----------------------------|
| 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.)

- Student attends mandatory orientation in the fall.