

**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 by January 15.
- Review and enter into any agreements with eligible institutions by January 15.
- Compile list of all resident students who have dropped out and eligible for EOP and confirm their last known address by January 15.
- Send notification letter to all 'eligible students,' and to students who have dropped out at their last known address by February 1, but no later than February 15.
- Review all student notifications submitted before May 15.
- Review all notices of acceptance from post-secondary institutions sent to district.

Confirm the following by June 15:

- 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 all be 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