

Port Orford-Langlois School District

Code: IGBHE-AR(3)

Revised/Reviewed:

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” ☐ Yes ☐ No
2. Whether post-secondary institution is “eligible” ☐ Yes ☐ No
3. Whether post-secondary course is “eligible” ☐ Yes ☐ No
4. 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