

Early Graduation Program Requirements & Letter of Intent

REQUIREMENTS

- ☐ Consultation with the school counselor to discuss program requirements.
- ☐ Notify the school principal by submitting the intent form at the beginning of grade 9, or as soon as the intent is known. The intent form must be submitted within (30) instructional days of the academic year in which the student intends to graduate.
- ☐ Collaborate with the school counselor to create an action plan to meet program requirements (minimum graduation credits and completion of a performance-based project (available July 1, 20__), portfolio, or capstone per KDE/School District Policy.)
- ☐ Complete an entrance interview with the EGP committee that may include school administrators, teachers, and district administrators.
- ☐ Completion of a professional resume.
- ☐ Completion of one (1) postsecondary admissions application to a Kentucky public two-year community and technical college, or a Kentucky four-year public or nonprofit independent institution accredited by SACS.
- ☐ During attainment of college entrance exam benchmarks established by CPE in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.
- ☐ Attainment of essential workplace ethics program components as established by board of education pursuant to KRS 158.1413.
- ☐ Nine (9) week Capstone/Portfolio Review (end of each grading period).
 - ☐ 1st Nine (9) Weeks
 - ☐ 2nd Nine (9) Weeks
 - ☐ 3rd Nine (9) Weeks
- ☐ January Capstone Rough Draft Presentation.
- ☐ Completion of a Capstone Project Presentation before the committee that will include:
 - ☐ Resume
 - ☐ College Selection Process
 - ☐ College Major/Minor Decision
 - ☐ Career Pathway

Early Graduation Program Requirements & Letter of Intent**EARLY GRADUATION PROGRAM**

KRS 158.142 establishes the Early Graduation Program (EGP), an optional program in which a student may receive a high school diploma, Early Graduation Certificate and scholarship award from the Kentucky Higher Education Assistance Authority (KHEAA) upon successful completion of all EGP requirements provided in 704 KAR 3:305 in three academic years or less. The scholarship award may be used at a Kentucky public two-year community and technical college or a Kentucky four-year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools (SACS).

A student participating in the EGP during the 20____-20____ academic year must meet the academic requirements in place for the year in which the student intendeds to graduate in order to successfully complete the program and earn a high school diploma, the Early Graduation Certificate and scholarship from KHEAA.

EARLY GRADUATION PROGRAM STUDENT REQUIREMENTS

Student Requirements for entering the EGP and maintaining enrollment:

- Consult with the school counselor to discuss the program requirements, postsecondary goals and career aspirations.
- Collaborate with the school counselor to create a strategy/action plan within the Individual Learning Plan (ILP) for meeting program requirements for the 20____-20____ academic year.
- Submit the intent form to the principal within thirty (30) instructional days of the academic year in which the student intends to graduate.
- Complete an entrance interview with the principal, or designee, to discuss postsecondary goals and career aspirations.

Applicable minimum graduation requirements as provided in 704 KAR 3:305:

- Earn ten foundational credits that shall include the academic content standards as provided in 704 KAR 3:303 and 704 KAR Chapter 8.
- Complete one or more courses or programs that meet the school's financial literacy requirement (KRS 158.1411).
- Demonstrate established district essential workplace ethics indicators as provided in KRS 158.1413.
- Obtain a passing grade on the civics test (KRS 158.141).

Early Graduation Program Requirements & Letter of Intent**EARLY GRADUATION PROGRAM STUDENT REQUIREMENTS (CONTINUED)**

Additional student requirements unique to the EGP:

- Completion of a professional resume.
- Completion of one postsecondary admissions application to a Kentucky public two-year community and technical college, or a Kentucky four-year public or nonprofit independent institution accredited by SACS that qualifies for the EGP scholarship offered through KHEAA.
- Attainment of college entrance exam benchmarks established by CPE in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

Upon consultation with the student's family and school counselor, a student may request that the district exit the student from the EGP and return to the original graduation cohort. If the district agrees, the student must earn the state and local graduation requirements in place in 704 KAR 3:305 as required of all traditional four-year high school students. By exiting the program, the student forfeits the EGP Certificate and scholarship from KHEAA.

Early Graduation Program Requirements & Letter of Intent**LETTER OF INTENT****Student Information (print below)**

Student Name:
High School:
District Name:
Principal Name:
School Mailing Address:
High school start date (MM/DD/YEAR):
Intended graduation date (MM/DD/YEAR):
SSID#:
SS# (KEES Verification):
Date of Birth:
Parent/Guardian Name:
Mailing Address:
City, State, Zip Code:
Parent/Guardian Phone/Cell:
Parent/Guardian Email:

Early Graduation Program Requirements & Letter of Intent**LETTER OF INTENT (CONTINUED)****Disclosure Statements for 20__-20__**

I have reviewed the requirements of the Early Graduation Program (EGP) as listed above. By initialing here, I confirm my understanding and agree to meet the requirements in place for the EGP for the 20__-20__ academic year as provided in 704 KAR 3:305, Section 5.

_____ (student initial) _____ (parent/guardian initial)

I understand that the EGP requirements must be completed within three (3) academic years of entry into high school or less. By meeting these requirements, I am eligible to receive my high school diploma, Early Graduation Certificate, and scholarship award from KHEAA.

_____ (student initial) _____ (parent/guardian initial)

I understand that the EGP scholarship from KHEAA can only be utilized at a Kentucky public two (2) year community and technical college or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools. It is my responsibility to provide additional information to the Kentucky Higher Education Assistance Authority (KHEAA) in order to have funds sent to my college or university.

_____ (student initial) _____ (parent/guardian initial)

I understand that if I do not meet the requirements of the EGP during the academic year identified on my intent form, I will forfeit the EGP certificate and scholarship from KHEAA and return to my original cohort for completion of all state and local graduation requirements in place in 704 KAR 3:305.

_____ (student initial) _____ (parent/guardian initial)

Early Graduation Program Requirements & Letter of Intent**LETTER OF INTENT (CONTINUED)****For School Office Personnel Only**

The student status as a participant in the EGP must be entered into Infinite Campus (IC) no later than October 15, 20__.

Date entered into IC: _____ Date added to the ILP: _____

Completed by (print): _____

Completed by (sign): _____

Retain a copy of the completed letter of intent form as part of the student's records.

Provide a copy of the form to the student and parent/guardian.

For Transfer Purposes Only

Should the student transfer to another Kentucky high school before completing the EGP, the intent and student information must be updated in IC and a school counselor must be assigned to monitor the student's progress toward completion of the EGP within the same academic year identified on the student's intent form.

Date of Transfer: _____

High School: _____

District: _____

Name of the school counselor notified: _____

Date updated in IC: _____

Completed by (print): _____

Completed by (sign): _____ Date: _____

Early Graduation Program Requirements & Letter of Intent**EGP ENROLLMENT INFORMATION**

Students must meet all requirements in place for the academic year in which the student intends to graduate.

KRS 158.142 establishes the Early Graduation Program (EGP), an optional program in which a student may receive a high school diploma, Early Graduation Certificate and scholarship award from the Kentucky Higher Education Assistance Authority (KHEAA) upon successful completion of all program requirements provided in 704 KAR 3:305 in three (3) academic years or less.

Student Name			
Original Cohort Graduation Year		Intended EGP Graduation Year	
EGP Intent Form (within first 30 instructional days)	Received by (print name):		Date:
	Signature:		
Infinite Campus (flag by Oct. 15)	Entered by (print name):		Date:
	Signature:		

Minimum Graduation Requirements for EGP Students (20__-20__)

COURSE	GRADE LEVEL	ACADEMIC YEAR
English (one credit)		
English (one credit)		
Social Studies (one credit)		
Social Studies (one credit)		
Algebra I (one credit)		
Geometry (one credit)		
Science (one credit)		
Science (one credit)		
Visual/Performing Art (one credit)		
Health (half credit)		
PE (half credit)		
Civics Exam (passing score) (KRS 158.141)		
Financial Literacy (program or course) (KRS 158.1411)		
Completion of Workplace Ethics Program (KRS 158.1413)		

Early Graduation Program Requirements & Letter of Intent**Additional 20__ - 20__ EGP Requirements**

1. Entrance Interview (Principal/designee)

Interviewer (print name): _____ Date Completed: _____

2. Professional Resume

Date completed: _____

3. Completion of Postsecondary Admissions Application

Date completed: _____

Did the student choose to submit the completed application? Yes: ____ No: ____

(submission of the application is encouraged, but not required)

If yes, provide the name of the institution: _____

College Entrance Exam Benchmark Scores

Attainment of college entrance exam benchmarks established by CPE in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

AREA	SCORE	DATE
English		
Math		
Reading		

Early Graduation Program Requirements & Letter of Intent**ENTRANCE INTERVIEW QUESTIONS**

Prior to students declaring intent to participate in the EGP, the School Counselor, Principal, or designee may use the following questions to complete the entrance interview with each student. Documentation of the entrance interview should be kept at the school or district level.

Student Name: _____ Date: _____

1. Why do you want to participate in the EGP?
2. What outcomes and opportunities do you wish to gain as a result of the EGP?
3. Based on your ILP, what are your goals and aspirations that the EGP will help you achieve?
4. How will you demonstrate that you are socially and emotionally mature enough to enter a postsecondary institution?
5. Which classes will you take each year, and how do you plan to meet the program requirements in three years or less?
6. Do you plan to take or have an interest in any Advanced Placement or dual credit coursework?
7. When will you take the college readiness exam?
8. How will you utilize the EGP Scholarship?
9. Will participating in this program affect your extracurricular activities? If so, how?
10. Will your participation and completion of the EGP affect your participation in local events traditionally determined by grade classification (i.e., prom attendance, valedictorian, Governor's Scholar Programs, etc.)? If so, how?
11. When will you begin applying to post-secondary institutions?
12. Will you and/or your family be financially ready to support your entrance into a post-secondary institution mapped out by your plan? What plan do you have to seek additional scholarships beyond the EGP scholarship?
13. When do you plan to graduate?

Early Graduation Program Requirements & Letter of Intent**Early Graduation Capstone Presentation**

Timing: At least 10 minutes, but no longer than 15 minutes.

Presentation Content: 50 Points Possible

Points Earned	10 points possible in each category. Some areas to discuss.
	Student as a Planner: <ul style="list-style-type: none"> • Post-Secondary Plan • Career Pathway • Actions taken to find success • Activities/Classes taken to develop goals/plans • How goals/plans were determined
	Student as a Learner: <ul style="list-style-type: none"> • Career/Research/Exploration • Personal Learning Samples
	Student as a Citizen: <ul style="list-style-type: none"> • Service Learning Activities • Personal Citizenship Examples • What have you done to make PHS and the community of Pikeville a better place? • How for you hope to contribute to society?
	Student as an Employee: <ul style="list-style-type: none"> • Part-Time Work • Attendance History • Strengths/Weaknesses as a Future Employee
	Overall Content: <ul style="list-style-type: none"> • Depth and quality of content presented • How clear and specific was the content? • Informative presentation in all areas

Final Scores

- ☐ Presentation Content
☐ Creativity and Personalization
☐ Organization
☐ Power of Expression, Voice, and Stage Presence
☐ Overall Impression
☐ Points subtracted for each full minute presentation goes beyond limit.

Creativity and Personalization (20 points possible)

20	The presentation includes several visual aids such as examples, PowerPoint (or comparable program), illustrations, copies of samples, etc. Student also further discusses their pathway, activities, and volunteer involvement, and/or displays special skills or projects. The presentation was made uniquely their own, showing who they are, how they go there and where they are going.
15	Presentation is organized and has visual aids but does not fully utilize the resources available. Showed individuality of student, but more evidence was needed to show their uniqueness.
10	Student only completed the minimum and presentation lacks effective use of visual aids. Presentation was too generic/ did not give the audience insight into the student.

Organization (10 points possible)

15	Students eloquently presents information with sincerity and directness. Presenter exhibits a professional manner in appearance and conduct.
11	Student communicates information, but lacks in some places such as voice control, comfortableness, professional mannerisms, etc. that distract from the presentation.
7	Student does not articulate major points. Voice control is poor or makes the information difficult to understand. Major distractions or aspects that are detrimental to the presentation.

Overall Impression (5 points possible)

5	The presentation is interesting, understandable, and held the audience's attention.
3	The presentation was good but needs more work to make it an interesting experience.
1	The presentation did not hold the audience's attention or is difficult to understand.

Name:**Comments:**