

## Early Graduation Program Student Letter of Intent Form

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KRS 158.142 establishes the Early Graduation Program (EGP), an optional program in which a student may receive a high school diploma, Early Graduation Scholarship Certificate and scholarship award from the Kentucky Higher Education Assistance Authority (KHEAA) upon successful completion of all EGP requirements provided in Section 4 of 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 nonprofit independent institution accredited by the Southern Association of Colleges and Schools (SACS).

### Early Graduation Program Student Requirements

**This form must be completed, signed by the student’s parent, and submitted to the secondary school principal within the first thirty (30) school days of the academic year in which the student intends to graduate.**

*Per KRS 158.142(2), “[e]ach student desiring to complete an early graduation program shall indicate to the secondary school principal his or her intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known. The intent shall be indicated on a form provided by the Kentucky Department of Education and signed by the parent.”*

*704 KAR 3:305, Section 4(1)(a) states that “[s]tudents wishing to participate in the EGP shall indicate that intent to the secondary school principal by submitting the Early Graduation Program Letter of Intent Form at the beginning of grade 9 or as soon **as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate[.]**” (emphasis added).*

#### Requirements for the EGP

- Submit this form to the principal within **the first thirty (30) school days** of the academic year in which the student intends to graduate.
- Consult with the school counselor to discuss the program requirements and develop a strategy within the Individual Learning Plan (ILP) for completing the EGP requirements.
- Complete an entrance interview with the principal, or designee, to discuss postsecondary goals and career aspirations.
- Earn the ten (10) foundational credits established in Section 3 of 704 KAR Chapter 8.
- Successfully complete one (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411 and standards as established in 704 KAR Chapter 8.
- Successfully meet the civics requirement pursuant to KRS 158.141.
- Completion of a professional resume.
- Completion of one (1) postsecondary admissions application that may be used 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 SACS in which the student is interested in applying. *Students are encouraged, but not required, to submit the completed postsecondary admissions application to the postsecondary college or institution.*
- Meet the college readiness benchmarks established by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.
- Successfully complete the EGP performance-based project, portfolio, or capstone established in 704 KAR 3:305, Section 4.

**Student Information (print below)**

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

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**Disclosure Statements**

*I have reviewed the requirements of the Early Graduation Program (EGP) as listed above and in KRS 158.142 and 704 KAR 3:305, Section 4. By signing below, I confirm my understanding of the requirements as provided in KRS 158.142 and 704 KAR 3:305, Section 4 and intend to participate in the EGP.*

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I understand that the EGP scholarship award from KHEAA applies to the next academic year only and can only be used at a Kentucky public two (2) year community and technical college or a Kentucky four (4) year public or nonprofit 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 signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*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 Scholarship Certificate and scholarship award from KHEAA and revert back to state and local graduation requirements as provided under 704 KAR 3:305.*

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR SCHOOL OFFICE PERSONNEL ONLY**

Date the student submitted the EGP intent form: \_\_\_\_\_

Name of person who received the student intent form: \_\_\_\_\_

Date entered into Infinite Campus (IC): \_\_\_\_\_

*(The student status as an EGP participant must be entered into Infinite Campus (IC) no later than **October 15.**)*

Date added to the student's ILP: \_\_\_\_\_

Information entered by (print name): \_\_\_\_\_

Sign name: \_\_\_\_\_

***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.***

**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.

**Name of high school in which the student is currently enrolled:** \_\_\_\_\_

District: \_\_\_\_\_

Current school counselor responsible for supporting the EGP student: \_\_\_\_\_

**Name of high school in which the student is transferring:** \_\_\_\_\_

District: \_\_\_\_\_

School counselor responsible for supporting the EGP student: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

Date updated in IC: \_\_\_\_\_

Completed by (print): \_\_\_\_\_

Completed by (sign): \_\_\_\_\_ Date: \_\_\_\_\_