

Early Graduation Program Student Letter of Intent Form

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 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 no later than 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."

*Per 704 KAR 3:305, "[s]tudents wishing to participate in the EGP shall indicate that intent to the secondary school principal by submitting the Early Graduation Program 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 complete 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, postsecondary goals, career aspirations and program deadlines.
- Collaborate with the school counselor to create 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 ten (10) foundational credits established in 704 KAR 3:305.
- Successfully meet the financial literacy requirement pursuant to KRS 158.1411 and standards as established in 704 KAR Chapter 8.
- Successfully meet the civics requirement pursuant to KRS 158.141.
- Develop a professional resume.
- Complete at least 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 the Southern Association of Colleges and Schools that qualifies for the EGP scholarship offered through KHEAA. *Students are encouraged, but not required, to submit the completed postsecondary admissions application.*
- 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 under 704 KAR 3:305.

Early Graduation Program
Student Letter of Intent Form

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#:
Date of Birth:
Parent/Guardian Name:
Mailing Address:
City, State, Zip Code:
Parent Phone/Cell:
Parent Email:

Early Graduation Program
Student Letter of Intent Form



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. By initialing here, I confirm my understanding of the requirements as provided in KRS 158.142 and 704 KAR 3:305.

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: _____

**Early Graduation Program
Student Letter of Intent Form**

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 for graduation 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: _____