

# Early Graduation Program Student Letter of Intent Form 2023-2024

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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 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 **2023-2024** 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.

## **2023-2024 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 2023-2024 academic year.
- Submit the intent form to the principal within the first 30 instructional days.
- 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](#)).

### ***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.**

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**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>SS# (KEES Verification):</b>
<b>Date of Birth:</b>
<b>Parent/Guardian Name:</b>
<b>Mailing Address:</b>
<b>City, State, Zip Code:</b>
<b>Parent/Guardian Phone/Cell:</b>
<b>Parent/Guardian Email:</b>

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**Disclosure Statements for 2023-2024**

*I have reviewed the requirements of the EGP as listed above. By initialing here, I confirm my understanding and agree to meet the requirements in place for the EGP for the 2023-2024 academic year.*

\_\_\_\_\_ (student initial)

\_\_\_\_\_ (parent/guardian initial)

*I understand that the EGP is an accelerated option, and I agree to meet the program criteria within three years of entry into high school. By meeting these requirements, I am eligible for the Early Graduation Certificate (scholarship) and a diploma.*

\_\_\_\_\_ (student initial)

\_\_\_\_\_ (parent/guardian initial)

*I understand that upon completion of the EGP, 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 participate in the Early Graduation Program, the intent submitted to the principal is not binding, and I may choose to exit the program at any time and return to the local district and state minimum graduation requirements to earn a high school diploma. I understand that exiting the program also forfeits my opportunity to earn the Early Graduation Program Certification and scholarship from KHEAA.*

\_\_\_\_\_ (student initial)

\_\_\_\_\_ (parent/guardian initial)

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**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, 2023.

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 Early Graduation Program, 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 Early Graduation Program.

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

High School: \_\_\_\_\_

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

Name of the school counselor notified: \_\_\_\_\_

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

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

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