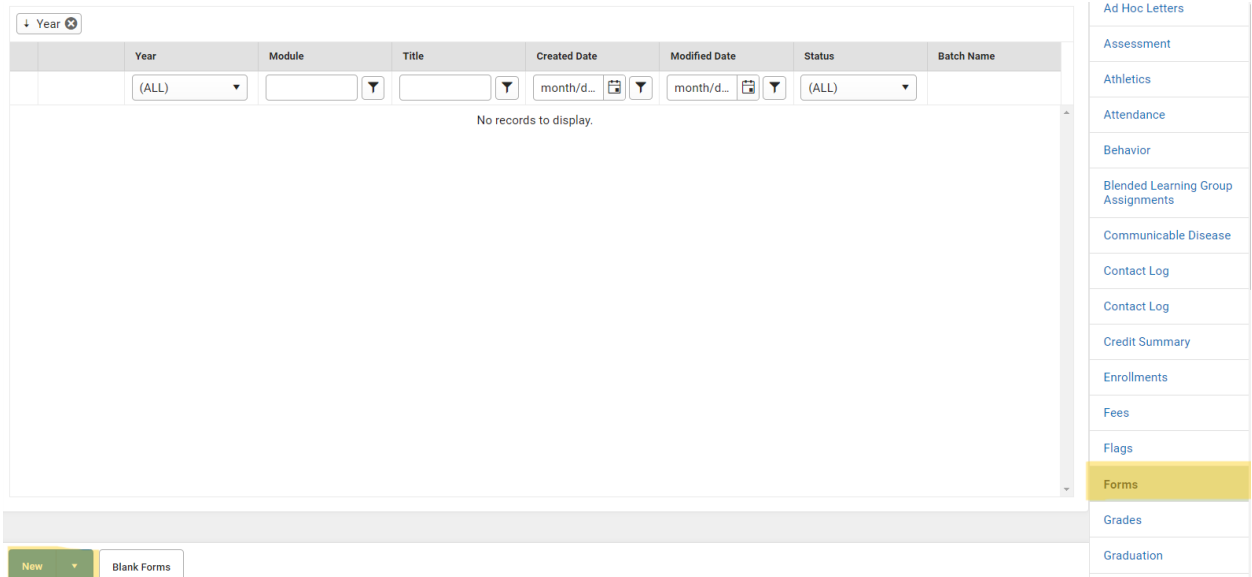


Introduction

Steps for Adding an EGP Form to a Student Record

1. Select the student that the EGP Form should be added to their record.
2. Choose “Forms” from the right navigation menu (under Related Tools).



The screenshot shows a data table with the following columns: Year, Module, Title, Created Date, Modified Date, Status, and Batch Name. The table is currently empty, displaying the message "No records to display." To the right of the table is a vertical navigation menu with the following items: Ad Hoc Letters, Assessment, Athletics, Attendance, Behavior, Blended Learning Group Assignments, Communicable Disease, Contact Log, Contact Log, Credit Summary, Enrollments, Fees, Flags, **Forms** (highlighted in yellow), Grades, and Graduation. At the bottom left of the table area, there is a "New" button and a "Blank Forms" button.

3. Select “New,” the blue button on the bottom left corner.
4. Scroll down to find “PLP” in the Module column and select “EGP Form.” The form will open and the first field will be auto populated (student name).

Note: *This field can be manually overwritten if necessary.*

5. It is now possible to fill out the EGP form.

Saving, Printing and Locking the Form

- Remember to save progress frequently while working on the form and especially if it is necessary to exit the form before it is completed. The form will not save automatically.

Note: *When opening a hyperlink from the form, right click and select open in a new window to avoid exited out of a form without saving changes.*

**Early Graduation Program (EGP)
Requirements 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 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, Section 5](#) in three (3) academic years or less.

EGP Enrollment Information

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

- Multiple Infinite Campus users may edit the form, but not at the same time.
- To re-enter the form after exiting, navigate to the student, select “Forms” and select the form from the form list.
- You may print the form at any time using the “Print” button at the bottom.
- When the form is completed, you may choose to lock the form.

Note: *Once the form is locked the form will be read only. have to have unlock rights to unlock – if they don’t, they will have to contact their system admin to given them the rights*

-

Lock & Publish


Locking this form will publish it to the portal and make the form read only. You will not be able to make additional changes unless you have Unlock Rights. Form will be published to the portal on the Start Date. Click Lock & Publish to lock the form or Cancel to go back.
Start Date: Today

- After publishing, to modify the start date, select “Start Date,” select the desired date and click the “Save Dates” button.

Form Detail

Date and Time

Start Date

month/day/year 

Time

hour AM 

Save Dates

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