



**STEP 1: To be completed by Graduation Alliance**

Student Name: \_\_\_\_\_ EPS Student ID: \_\_\_\_\_ SSID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Graduation Year (FGY): \_\_\_\_\_

Resident District: \_\_\_\_\_ Previous School: \_\_\_\_\_

Student was previously enrolled in Graduation Alliance: ☐ Yes ☐ No

IEP: ☐ Yes ☐ No 504: ☐ Yes ☐ No ML: ☐ Yes ☐ No KIT: ☐ Yes ☐ No

**Student qualifies for 1418 Open Doors based on the following criteria:**

- ☐ Student is between 16 and 21 years old as of September 1, 2025.

**AND**

- ☐ Student is a drop-out; last day of school the student attended was \_\_\_\_\_, withdrawal code \_\_\_\_\_, OR
- ☐ Student is credit deficient and has completed \_\_\_\_\_ high school credits out of 24 credits needed to graduate.  
\_\_\_\_\_ % of credits needed to graduate are completed to date, OR
- ☐ Student is being referred by a social service or case manager. Please provide additional information:  
\_\_\_\_\_

**STEP 2: To be verified by College and Career Readiness**

**Student has completed the following:**

- ☐ Choice Transfer Request (received by Rachel Otnes through Choice Transfer Request Portal)  
Date submitted: \_\_\_\_\_ Date received: \_\_\_\_\_ Date approved: \_\_\_\_\_
- ☐ 3141P Nonresident Request Form (received by Rachel Otnes)  
Date submitted: \_\_\_\_\_ Date received: \_\_\_\_\_ Date approved: \_\_\_\_\_
- ☐ Graduation Alliance Enrollment Steps:
- ☐ Enrollment Forms & Health Course Letter
  - ☐ STAR Assessment
  - ☐ First Assignment
  - ☐ Attended Strong Start Orientation/Meetup
  - ☐ Written Student Learning Plan

**STEP 3: To be completed by College and Career Readiness**

- ☐ Records requested from previous school/district.  
Date requested: \_\_\_\_\_ Date records received: \_\_\_\_\_
- ☐ Immunizations entered in SIS
- ☐ Transcript and credit check sent to Graduation Alliance

**STEP 4: To be completed by Executive Director of College and Career Readiness & Extended Learning Options**

- ☐ Recommendation is approved.
- ☐ Recommendation is denied for the following reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director of College and Career Readiness & Extended Learning Options)