WEB APPLICATION USER GUIDE 9.0

Student User Manual



IDAHO DEPARTMENT OF EDUCATION STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

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PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website: <u>http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html</u> See the Training tab for further resources.

PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school in grades 7-12 an allocation of \$4,625 for certain courses and exams, in which a student may incur a cost. These include:

- **Overload Courses**: An overload course is a high school level course that is taken more than a full course load and outside of the student's regular school day. These courses can be offered online, during the summer, and/or before or after school. If a student incurs a cost for such courses, the Advanced Opportunities program can pay up to \$225.00 for the cost of the course.
- **Dual Credit:** Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Advanced Opportunities program can pay up to \$75.00 per credit. Dual Credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links Tab on the Advanced Opportunities website.
- **Exams:** A student can utilize funds to pay for a variety of exams and proctoring fees. Exams include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), college entrance exams, and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the Advanced Opportunities website.
- Workforce Training Courses: Students may use funds to cover the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their high school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license, or degree; and allow high school students to participate.

Students attending accredited private high schools in Idaho may access up to \$2,500 in Advanced Opportunities funding for dual credit (excluding out-of-district payments) and exams (excluding proctoring fees and college entrance exams) only.

Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.

Challenging Courses

Students may want to graduate early or earn credit from prior experiences. A student may achieve credit for coursework by demonstrating mastery of a subject's content standard. Each school district will have policies on how a student can demonstrate mastery and is required to have criteria on how students can challenge courses. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student high school credit without requiring that the student take the course.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early from an Idaho public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for secondary school students in a given school year. This equates to roughly \$2,400. Scholarships can be used at Idaho public post-secondary institutions, which include workforce training programs.

Students must apply for the scholarship through the Advanced Opportunities portal using the <u>student login</u>. Schools must report the students as an early graduate using the appropriate exit code and the postsecondary institution must confirm enrollment before funds will be sent directly to the institutions in the term during which the student begins the postsecondary program.

PORTAL ACCESS

Every student who utilizes Advanced Opportunities funding must create an account for the Advanced Opportunities portal. The portal can be used to request funding, track funding requests, view balances and holds, and apply for the Early Graduation Scholarship.

To access the portal, the student will visit the <u>Advanced Opportunities home page</u> on the Idaho Department of Education website. From there the student will click on the blue "**Student Application Portal**" button.



From the portal landing page, the student can create a new account or log into an existing account.



Creating a New Account

To create an account, the student will select "Create an Account".

imail Address:	
assword:	
Can't Log In? New User	
I'm not a robot	2
	reCAPTCHA Privace - Terma

It is recommended the student use a personal email, so the student can access the program once they graduate or in case they transfer schools.

The student will select the school and district they are currently enrolled in and if the student does not know their State ID number (EDUID), this does not need to inputted. The EDUID can be inputted by the school.

Enroll New Student			
Once your account is created and email address until your enrollment can be verified and your ac	s validated, please of count validated by	contact the Ad your school.	vanced Op
EdulD/State ID Number (Optional - if known):			
Email:			
Password:			
Confirm Password:			
First Name:	First/Given Name	9	
Middle Initial:	Middle Initial		
Last Name:	Last/Family Name	e	
Birth Date:			
Gender:	Select gender	w	
Select your district:	Select district		*
Select your school:	Select School		v

Once the information has been inputted click, "Enroll new Student". The following screen will appear.

Enrollment Confirmation

Enrollment has been received. A verification email has been sent. Please follow the instructions to verify your enrollment. You will not be able to interact with the site until you've followed the link in the email and verified your account. You will be notified by email when your access has been confirmed by your counselor.

An email will be sent to the email address provided. The email will arrive from the Idaho Department of Education <u>noreply@sde.idaho.gov</u>. You will then click the "Verify" link.

Once the account has been verified by the student, the school will then need to approve the account before the student has access.

The screen below indicates the student account has not yet been approved by the school. If the school does see the account to approve, the student will need to reverify the account, by clicking "Can't Logon", when attempting to logon.

Welcome to the Advanced Opportunities Portal

View Profile	This a
Funding Details	accou
	The Ar
view Flags	at you
Log Out	<u>P</u>

If the student is having trouble logging into an existing account, they can select "**Can't Log In?**" from this page. This will provide the student with the opportunity to reset the password for the account or to resend a verification link to complete the account creation process.

Participation Form

To access Advanced Opportunities funding, the student will also need to print out and complete the Advanced Opportunities Participation form. The form will also need to be signed by a parent or guardian. The finished form will be kept on file by the local school/district. The student will return the form to the school's Advanced Opportunities staff.

Please do not send the forms to the State Department of Education.

Both the English and Spanish versions of the form can be accessed via the portal.



Reset Password

If a student does not remember their password, the password can be reset by click "Can't Logon" at the logon screen, input the email address used to logon and click "Reset Password". A password will be resent.

If the student no longer has access to the email address they used to create an account, the student will need to create a new account and ask the school to deny the old account.

Home Page

From the Home Page, the student will have access to general information about the Advanced Opportunities program. Once the account is approved by the school, the student can also access all the information pages in the portal.

The pages can be accessed via the drop-down menu bar across the top of the screen.



The pages can also be accessed via the blue menu button located on the left-hand side of the page.



If all of these options are not available, the account has not been approved by the school please contact the school Advanced Opportunities staff.

STUDENT ACCOUNTS

Funding can be requested during specified windows of time throughout the school year. The funding request window is available on the bottom of the student's homepage.

VIEW PROFILE

The Profile page features student information that can be edited once the account has been created. If a student transfers districts or needs to update their email address, password or name, the student will utilize the Profile page.

Student Profile
EduID/State ID Number:
First Name:
Middle Initial:
Last Name:
Gender:
Birth Date:
Select your district:
Select your school:
Email Address:
Current Password (Required for all updates):
New Password (Only required if updating password):
Update Profile

Funding Process

A student will need to request funding. In certain circumstances Idaho public schools (only)can request funding for students on their behalf.

Student Funding Request Window

Term	Open Date	Close Date
Fall 2024/Trimester 1/Summer 2023	April 8, 2024	October 4, 2024
Trimester 2	November 25, 2024	February 21, 2025
Spring 2025	November 25, 2024	March 7, 2025
Trimester 3	November 25, 2024	April 4, 2025

Students are unable to request funding outside of the funding request window.

Though the windows are outlined on the homepage in the Advanced Opportunities portal, districts/schools may have their own individual windows for funding applications. The school district will either 1) have students request funding or 2) request funding on behalf of students during these windows (public school students only). It is important for students to communicate with their school's Advanced Opportunities staff for more information about local policies.

Requesting Funds

A student requesting funding will use either the Request Funding tab or the Request Funding button.

From here, the student will select either the exam or course funding application.



The funding request form will need to be completed for each exam or course for which the student is seeking funding. It is important that the student completes the form accurately. When requesting funding, the student will input information from the drop-down menus.

Course Funding Request

This form allows a student to enter a course funding request. Enter information in the order in which it is prompted. Verify that all information is true and accurate.

County of Student's Residence:	Select County 🔹	
School Year:	2023-2024 🔻	
District:	Select District	•
School:	Select School	•
Grade:	Select Grade 🔹	
Term:	Select Term 🔹	
Course Type:	Select Course Type	•
Course Provider:	Select Course Provider	•
Course Name:	Select a Course	•
Number of Credits:	1.00	
Cost per Credit:	75.00	
Total Course Cost:	75.00	
Requested Reimbursement:	75	
Max Reimbursement:	\$75	
Remaining State Aid:	\$4125	
Remaining Balance Owed By Student:	\$0	
Submit Course and Finish	Submit Another Course	

If a course is not appearing in the drop-down menu, the course will need to be made available by the school. Contact the Advanced Opportunities staff at the school with the specific course. The student can submit one single request by selecting "Submit Course and Finish" or can submit multiple courses in a row by selecting "Submit Another Course."

For exams, if the student would like to use funding for a proctoring fee, they will check the box "**Has Proctoring Fees**". Once the box is checked, the student will select the exam center who proctored the exam and input the fee amount. If the exam center is not listed, select "Other" and type in the name.

If an exam is not appearing in the drop-down menu, it is likely the exam is not approved for funding.

The Requested Reimbursement is the total cost of the course or the exam and any proctoring fees.

Please note courses must be submitted for funding in the term in which they were taken.

Exam Application

This form allows a student to enter an exam funding request. To request a funding for an exam follow these steps:

- 1. Select information from the drop-down menus
- 2. Input the date in which the exam is taken.

If the exam has a proctoring fee, check the box "Has Proctoring Fees", select exam center and input details of where the exam was proctored and the amount. If the exam center is not listed, select "Other" and provide name. Please be sure to view the "Requested Reimbursement" total is correct with exam cost plus any proctoring fees.
 Verify that all information is true and accurate before you submit.

School Year:	Select Year 🔹	
District:	Select a District	v
School:	Select a School	Ŧ
Grade:	Select Grade 🔹	
Term:	Select Term	Ŧ
Advanced Opportunity:	Fast Forward	
Exam Type:	Select an Exam Type	Ψ.
Exam Name:	Select an Exam	
Exam Name: Exam Date:	Select an Exam	v
Exam Name: Exam Date:	Select an Exam	v
Exam Name: Exam Date: D Exam Cost:	Select an Exam	Ţ
Exam Name: Exam Date: Exam Cost: Requested Reimbursement:	Select an Exam	¥
Exam Name: Exam Date: Exam Cost: Requested Reimbursement: Max Reimbursement:	Select an Exam	¥
Exam Name: Exam Date: Exam Cost: Requested Reimbursement: Max Reimbursement: Remaining State Aid:	Select an Exam	v

Timeline

While requests are made at the start of each term, reimbursement from the Idaho Department of Education is made to the appropriate school or provider at the end of each term.

Term	Estimated Payment Dates
Summer	Mid-September
Fall/Trimester 1	Mid-December
Spring/Trimester 2 and 3	Mid-June

REPORTS

The reports in the portal are helpful for the student who wants to track progress and manage funding. These reports can be accessed via the blue menu buttons or the drop-down menu bar across the top of the screen.

Course Submissions

This report is a comprehensive list of all courses for which the student has requested funding.

Student	Student Course Submissions																
To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:																	
Green: S Purple: T Yellow: T Red: The Drag a column	tudent is able his is a warni he student ha student has header and c	to r ing t as e faile trop	make fundin hat the stud arned at leas d to earn cre it here to gr	g red ent's st 15 edit f	quests. Advanced C credits and i for an exam o by that colum)ppo requ xr ct	ortunities balanc uires advising be ourse and future	ce ef¢ ≥1	e is at or below lore future fundi funding is prohi	\$ in	500. g is allowed. ited until studer	nt	t is in complianc	e with program	rules.		
School T Year	Drag a column header and drop it here to group by that column School School T Program T District T School T Provider T Course T Submitted T Status T Requested T Approved T Flagged T Year Name Date Date Reimbursemer Reimbursemer																

Should a student have a purple, yellow, or red flag, they can click on the <u>flag color</u> to find out its details.

Exam Submissions

This report is a comprehensive list of all exams for which the student has requested funding.

Student Exar	n Submissio	ns							
To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:									
 Green: Student is able to make funding requests. Purple: This is a warning that the student's Advanced Opportunities balance is at or below \$500. Yellow: The student has earned at least 15 credits and requires advising before future funding is allowed. Red: The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules. 									
Drag a column header and drop it here to group by that column									
School Year T	Program T	Exam Name T	Submitted T Date	Status T	Requested Reimbursement	Approved Reimbursement	٣	Flagged	٣

The Course/Exam Status from the Student Courses Submission and the Student Exam Submissions includes the following:

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement, and the district has neither approved nor denied it.
School Level Approval Received	The school has approved the reimbursement, and the entry is still editable by district users.
Pending SDE Approval	The reimbursement has been submitted to the Idaho Department of Education.
Clarification Requested	This course/exam is in review. The issue is outlined in the notes section. School district staff can re-approve the request or deny it.
Additional Reimbursement	Application was revised to pay out more. Revision requires additional funds from the Idaho Department of Education. If it is revised after being paid, this means the Requested Amount was increased.
Approved	The course/exam has been approved by the Idaho Department of Education
Denied	The school/district denied the reimbursement
Denied upon Revision	Application was denied upon revision. Initial payment made in error and all funds returned to the Idaho Department of Education. Revised after being paid means Requested Amount was corrected to 0.
Paid	The course has been paid.
Pending Program Funds	In the instance that funding requests have exceeded the total allowance of the entire program, any new funding requests will receive this status until they are denied or approved funding.
Refund to SDE	Application was revised to pay out less. Revision requires return of funds to the Idaho Department of Education for overpayment. Revised after being paid means the requested amount was lowered.

Funding Details

This report can be used to track both the type of funding used, the annual use of funding, the approved dollars, course credits and the dollars available for the student.

Program Enrollment

Drag a column header and drop it here to group by that column										
Advanced Opp Name	T	School '	Year T	Exams T Approved	College Credits Approved	Overload Courses Approved	Workforce Training Courses Approved	Total Funds Total Funds	Total Balance Available	T
Fast Forward		2018-20)19	1	4	0	0	\$354	\$3771	*
Fast Forward		2019-20)20	3	10	0	0	\$1080	\$2691	
Fast Forward		2020-20)21	0	6	0	0	\$450	\$2241	
R 1	•	H	100 v i	tems per page					1 - 3 of 3 items	Ċ

A grade level of 0 means that the amount available doesn't change based on student grade.

FLAGS

Flags are indicators in the portal related to program eligibility. Flags can be viewed by clicking "View Flags". In the table, details of the flags are visible. An active flag is indicated if there is no date posted in the "Cleared Date" column. If a date is present in the "Cleared Date" column, the flag is not active and the obligations of the flag have been met. The 'Reason' and 'Notes' columns will indicate the flag information.

View Flags						
The grid below show Active flags, may aff Opportunities design	vs cleared and active flags on y ect your ability to be reimburse nee at your school.	our account. A flag is a commu d for courses or exams. If you I	inication mechanism used to n have questions or concerns ab	otify your school and other pro out a flag on your account, ple	viders of your ac ase contact the J	count status. Advanced
Edu ID	Reason	Туре	Course/Exam Name	Note	Create Date	Cleared Date

If a student has questions about a flag, the student should contact the school's Advanced Opportunities staff. This person will be able to provide additional insight on the flag and/or clear the flag.

Green Flags

Green flags indicate the normal status of the student's account.

Failed Course/Exam Flags (Red)



When a student fails to earn credit for a class that was paid by Advanced Opportunities funding, either due to withdrawal, failing, or non-completion a flag will be entered on the student's account. This flag will be red, as indicated on the Course Submissions or Exam Submissions page.

Public School

Unsuccessful Course

A student will need to pay for and successfully earn credit or complete one like course **before** any further course funding requests can be made from Advanced Opportunities.

Below are examples.

Option 1: A student must pay for and successfully earn credit. A student can pay for and earn credit to be reinstated for Advanced Opportunities funding. A course could include a dual credit course (academic or CTE), an overload course, or a workforce training course (assuming the student earns credit).

Option 2: A student must complete a like course. If a student is not charged for a course, option 2 allows the opportunity for the student to complete a like course without a charge being incurred. This option means that the course type (i.e., overload, dual credit, workforce training) would be considered in reference to the course(s) that the student was unsuccessful.

If	Then
Student fails to earn credit for overload	Student must either pay for a dual credit,
course.	overload, or work force training course
	(assuming credit is granted) and earn credit
	or complete one overload course.
Student fails to earn a dual credit course.	Student must either pay for a dual credit,
	overload, or workforce training (assuming
	credit is granted) course and earn credit or
	complete a dual credit course.

Student unsuccessfully completes a workforce training course.	Student must pay for a dual credit, overload, or workforce training (assuming credit is granted) or complete a workforce training course.
Student fails an exam	A school district can determine whether a student is required to successfully complete and pay for an exam. If a district requires successful completion, a flag is added to the Advanced Opportunities portal. If a flag is added for an exam, this will prevent a student from further exam payments until the obligation is met and the flag cleared.

Unsuccessful Exam

Exam policies for Advanced Opportunities are set by the school district. Talk with the school district Advanced Opportunities staff to learn more.

Nonpublic School

Unsuccessful Course

When a student fails to earn credit for a course, either due to withdrawal, failing grade, or noncompletion paid by Advanced Opportunities, a flag must be entered on the student account. This allows all participants to know that the student needs to pay for and successfully earn credit or pay for an exam **before** <u>any</u> further funding reimbursements can be made from Advanced Opportunities.

Any unsuccessful course or exam will require a student to pay for and successfully complete a course or pay for an exam before the Idaho Department of Education will pay any further reimbursement for the student.

Unsuccessful Exams

What is considered an unsuccessful exam?

An unsuccessful exam for Advanced Opportunities is any exam that has been registered for and paid by the program, in which a student did not complete the exam. Schools may decide what an unsuccessful beyond definitions provided by the Idaho Department of Education.

Reinstatement after unsuccessful exam.

A student will need to pay for an exam or a pay for a dual credit course before any further funding can be paid on the behalf of the student.

Flag FAQ

When is a course considered an unsuccessful attempt?

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Generally, unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid for by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, will not receive a grade and won't be charged. Dropped courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

Dropped course-Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g., W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g., U, F)

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether the student was successful/unsuccessful (e.g., I).

What if the grade received for the course was beyond the student's control?

Each provider has a grade appeals process, the student would be required to follow the provider's process. Advanced Opportunities will honor such outcomes.

When should I remove the student's flag?

Any red flags placed on a student's account will need to be cleared up before any further funding and payment can be made by the Idaho Department of Education for courses. A student can provide school staff evidence of program requirements such as a transcript or receipt. The flag can then be removed by the school or provider staff.

What happens when a student is unsuccessful in multiple courses?

Regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit of only one course or exam (if nonpublic school student) before being allowed to use Advanced Opportunities funding for additional courses.

What is considered an unsuccessful course?

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Generally, unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid for by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, would not receive a grade and will not be charged. Dropped courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

Should the cost of a course or credit numbers be considered in fulfilling the requirements to be reinstated for course funding through Advanced Opportunities?

Course cost and number of credits are not needed for consideration to fulfill a student's obligation of paying for and earning credit.

What if the grade received for the course was beyond the student's control?

Each provider has a grade appeals process, the student would be required to follow the provider's process. Advanced Opportunities will honor such outcomes.

My student was unsuccessful last semester/trimester in one course and the next semester they plan to take multiple courses.

Any course/exam paid by Advanced Opportunities will be subject to program rules. This means that regardless of the number of courses/exams planned the courses/exams may not be allowed until program rules are completed.

What happens when a student is unsuccessful in multiple courses?

Regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit or pay for an exam before any further funding can be used.

Advising Flags (Yellow)



A student who accesses Fast Forward funds for more than 15 credits must receive postsecondary advising. When the student reaches this threshold, the yellow flag will be

generated on the account automatically. The student is requested to meet with a college academic advisor. Once the student receives advising, the college or the school district can remove the flag.

Low Funding Flags (Purple)



When a student's available funding drops below \$500, a purple flag will be generated on the account automatically as a warning of available funds.

APPLY FOR EARLY GRADUATION SCHOLARSHIP

An Idaho public school student eligible for the Early Graduation Scholarship can apply by clicking the "**Apply for Early Graduation Scholarship**" link on the home page.



The student will complete the short application in the portal. The student will need to input information into the application correctly for payment. The student should select the correct college entrance year and term in which they plan to start and provide their phone number. If a student is enrolled in a workforce training program, check the box "Is Workforce Training College".

Graduation Year:		
Eligible For Scholarship:	No	
College Has Verified Enrollme	ent: No	
First Name:	Oprah	
Last Name:	Winfrey	
EdulD:	102959541	
Phone Number:	123456789	
Year Entering College:	2021-2022	*
Term Entering College:	Fall	
Is Workforce Training College	•:	
College:	College of Southern Idaho	v
Submit Application		

Note that the school district must also code the student in the ISEE portal as an early graduate to complete the application. This is typically done after the student has graduated.

If applying for the Early Graduate Scholarship prior to graduation it is likely the status of the application will state "**Eligible For Scholarship**" is "**No**". This means the Idaho Department of Education has not received the students' record of information and will need this from the school district.

Graduation Year:		
Eligible For Scholarship:		
College Has Verified Enrollment:		
First Name:		
Last Name:		
EdulD:		
Phone Number:		
Year Entering College:		
Term Entering College:		
College:		
Submit Application		

Once the application is submitted, the student process is completed. The student may track the scholarship progress via their Advanced Opportunities account. The application will state "No" for eligibility until accurate information has been received upon the student's graduation from the school district. If after June 15th of the graduation year the eligibility still states "No" the student should contact the Idaho Department of Education. This may be a result of an error, or the student is not eligible. Students are encouraged to communicate with their Advanced Opportunities staff to confirm eligibility for this scholarship.

Payments of scholarship will occur on the following timeline:

- Summer- Estimate payment date July 30
- Fall- Estimated payment date August 15
- Spring- Estimated payment date January 15

FAQ

Accessing user email or can no longer access email and forgot password?

Contact the Advanced Opportunities staff to be provided the user email. If the student account is an email that can no longer be accessed, the school will need to deny the account and the student will need to create a new account.

The course is not appearing in the funding request.

If a course does not appear when making a funding request, please contact the school district to make the course available for students.

Thank you for your support in Advanced Opportunities.

The Idaho Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities are paid out to Idaho students. Additionally, we are committed to ensuring effective implementation of these programs.

If you have any questions, suggestions, or comments, please feel free to contact the Advanced Opportunities Support Team.