

Extended Learning Opportunity (ELO) Checklist: What Is Your Responsibility In Implementation?

School District Local Boards of Education

- ☐ Adopt and distribute local board policy and procedures for ELO process.
- Implement policy that includes:
☐ application and approval process,
 list of entities eligible to submit ELOs, and criteria to determine credit and certification of completion ([ALSDE Memo 22-2053](#)).
- ☐ Routinely inform students and their parents of the ability to earn elective credit for ELO participation and successful completion based on criteria established by local policy.

Student/Guardian

- ☐ If you are participating in learning activities or programs outside of traditional school day and would like to elective credit, you may want to consider the Alabama Extended Learning Opportunity (ELO).
- ☐ First, review your district's ELO requirements and contact building administrator or district ELO contact to learn more and to begin application process.
- ☐ Also, share any information provided by the district with the prospective ELO provider, and gather as much information as possible to include with the application and approval process.

Local Schools

- ☐ Educate all faculty and staff members on ELOs, including reviewing all sample forms and processes (application, rubrics, etc.) in your local board-adopted policy.
- ☐ Brainstorm a list of current activities, clubs, programs, etc. students are already participating in outside of the school day (4-H, Space Camp, WBL, etc.).
- ☐ Identify an ELO Liaison who will work collaboratively with the district office, ELO providers, parents, and students to implement and monitor the district's ELO process.