

ICAP Implementation Plan (7th -12th grades) – Alamosa RE-11J School District

Grade Level	Who is Responsible for Implementation & Delivery	Task Completion & Support Needed	Resources Used for Implementation & Delivery of ICAP
7 th & 8 th Grades Ortega Middle School	Administrators (2) School Counselors (3) Gear-Up Coordinator (1) Selected Teachers *Career/Tech *SPED Coordinators *Computer Lab Librarian (1) Registrar (1)	<p>Administrators:</p> <ul style="list-style-type: none"> • Need to support ICAP Delivery Process (ongoing) • Ensure classroom time is allowed and scheduled for counselors and instructed teachers for 2011-2012 school year to complete College in Colorado ICAP curriculum (ICAP Guideways) for all 7th & 8th grade students (May 2011) • Allow time for professional development with College In Colorado website training & staff meeting/PLC time to present ICAP info and process to building staff (January 2011) • Complete College In Colorado website training by August 2011 <p>Counselors:</p> <ul style="list-style-type: none"> • Ensure that every 7th & 8th grade student has created a College In Colorado account (ongoing) • Develop classroom guidance schedule within current Counseling Dept. Master Calendar for 2011-2012 school year to ensure all 7th & 8th grade students complete College in Colorado ICAP Curriculum – May 2011 • Meet with each 7th & 8th grade student (individually) a minimum of once annually to review ICAP info from College In Colorado account. Establish a schedule for Individual Guidance meetings by April 2011 • Complete a ICAP Information Plan for parents and staff consisting of ICAP info and why/how it is being used in school & College In Colorado account access info. This will include a publication (newsletter), Parent night program (in conjunction with Alamosa High School) and user workshops for parents regarding College In Colorado Website, plan completed by January 2011 (including OMS staff presentations) • Complete College in Colorado Website training by August 2011 (Professional & Administrator section) • Organize & Set-Up College In Colorado training for identified staff (above) <p>Selected Teachers/Librarian/Registrar:</p> <ul style="list-style-type: none"> • Provide support with instruction and delivery of ICAP Guideways on College In Colorado website. This includes use of computer lab, library, and selected classrooms for ICAP curriculum delivery (ongoing.) • Complete College In Colorado website training by August 2011 	<p>College In Colorado website (ICAP GUIDEWAYS 7th & 8th GRADES) www.collegeincolorado.org</p> <ul style="list-style-type: none"> • How to begin college search • EXPLORE Test Prep • Career Exploration • Assessments – including skills, interest inventories, etc. • How to pay for college • What are scholarships? • Middle School Planning by grade level • Transferring to Alamosa High School • AHS Graduation Requirements • Portfolio Establishment/Review <p>ASCA Standards (A, B, C) www.schoolcounselor.org</p>

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<p>9th – 12th Grades</p> <p>Alamosa High School</p>	<p>Administrators (3) School Counselors (3) Gear-Up Coordinator (1) Selected Teachers *Career/Tech *SPEd Coordinators *Computer Lab Librarian (1) Registrar (1)</p>	<p>Administrators:</p> <ul style="list-style-type: none"> • Need to support ICAP Delivery Process (ongoing) • Ensure classroom time is allowed and scheduled for counselors and instructed teachers for 2011-2012 school year to complete College in Colorado ICAP curriculum (ICAP Guideways) for all 9th – 12th grade students (May 2011) • Allow time for professional development with College In Colorado website training & staff meeting/PLC time to present ICAP info and process to building staff (January 2011) • Complete College In Colorado website training by August 2011 <p>Counselors:</p> <ul style="list-style-type: none"> • Ensure that every 9th – 12th grade student has created a College In Colorado account (ongoing) • Develop classroom guidance schedule within current Counseling Dept. Master Calendar for 2011-2012 school year to ensure all 9th – 12th grade students complete College in Colorado ICAP Curriculum based on student grade level – May 2011 • Meet with every 9th-12th grade student (individually) a minimum of twice annually to review, update, and maintain ICAP info from College In Colorado account. Establish a schedule for Individual Guidance meetings by April 2011 • Complete a ICAP Information Plan for parents and staff consisting of ICAP info and why/how it is being used in school & College In Colorado account access info. This will include a publication (newsletter), Parent night program (in conjunction with Ortega Middle School) and user workshops for parents regarding College In Colorado Website, plan completed by January 2011 (including AHS staff presentations) • Complete College in Colorado Website training by August 2011 (Professional & Administrator section) • Organize & Set-Up College In Colorado training for identified staff (above) Ongoing <p>Selected Teachers/Librarian/Registrar:</p> <ul style="list-style-type: none"> • Provide support with instruction and delivery of ICAP Guideways on College In Colorado website. This includes use of computer lab, library, and selected classrooms for ICAP curriculum delivery (ongoing.) • Complete College In Colorado website training by August 2011 	<p>College In Colorado (ICAP GUIDEWAYS 9th-12th GRADES) www.collegeincolorado.org</p> <ul style="list-style-type: none"> • In-state and out-of-state College Information (college search) • College planning and application <ul style="list-style-type: none"> -Application Process -Campus Visitation -Transcript Review -Resume Completed -Personal Essay Completed -Letters of Recommendation -Index score review (CO colleges only) • ACT, SAT Test Prep • Career Exploration • Assessments – including skills, interest inventories, etc. • Financial Aid information and links • Scholarship Search and Database • High School Planning by grade level • Concurrent Enrollment & college credits (including AP coursework) • Portfolio Review/Completion <p>ASCA Standards (A, B, C) www.schoolcounselor.org</p>
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