

Falcon School District 49

ICAP Implementation Plan

District 49 Project Goal/Objectives

- Students will take ownership/responsibility for establishing and reaching their future educational and career goals.
- Students in grades 7 through 12 will learn to access, navigate and use CollegeinColorado.org (CIC).
- Through CIC inventories and activities, students will learn their personal strengths and weaknesses.
- All students in grades 7 through 12 will have an established ICAP focused on a career goal.
- District Administration, Counselors and Instructional Staff will learn to access, navigate and use CIC.
- Parents will learn to access, navigate and use CIC as a resource to support their student's future educational and postsecondary goals.
- All district students, parents, staff, counselors and administrators will know and understand the value of and relationship between the ICAP and postsecondary goals and expectations.

District 49 Project Roles/Duties/Responsibilities

District Implementation Team

- Determine district timelines for project completion in compliance with state mandates
- Determine district guidelines for yearly grade level requirements in compliance with state mandates
- Work with Building Administrators to facilitate project implementation
- Provide project support and resources to Building Administrators and Counselors
- Maintain Customized CIC services
- Use CIC Professional Center to determine "which", "how many" and "how well" students are completing project goals

Building Administrators

- Work with Building Staff and Counselors to facilitate project implementation
- Determine building plan and facilities for addressing yearly grade level requirements
- Facilitate planning and implementation for the training of Building Staff
- Develop and implement strategies to help Staff to integrate CIC into the curriculum
- Provide ongoing project training, support and resources to Counselors and Staff
- Initiate activities to bring parents into the career planning process of their students
- Use CIC Professional Center to determine "which", "how many" and "how well" students are completing project goals

Building Counselors

- Work with Administrators and Building Staff to facilitate project implementation
- Develop and implement strategies to help Staff to integrate CIC into the curriculum
- Work with Staff and Students on yearly grade level requirements
- Provide ongoing project training, support and resources to Building Staff
- Annually review each student plan
- Initiate activities to bring parents into the career planning process of their students
- Use CIC Professional Center to determine "which", "how many" and "how well" students are completing project goals

Building Instructional Staff

- Work with students to facilitate project implementation
- Develop and implement strategies and lesson plans to integrate CIC into the curriculum
- Teach students to understand the relationship between the ICAP and postsecondary goals and expectations
- Train students to view their CIC accounts as a “living/changing” document that should be visited regularly
- Use CIC Professional Center to determine “which”, “how many” and “how well” students are completing project goals
- Ensure all students have completed yearly grade level requirements
- Initiate activities to bring parents into the career planning process of their students

Students

- Understand the value of and relationship between the ICAP and postsecondary goals and expectations
- Explore career opportunities for the future
- Complete interest surveys in order to learn more about self
- Select an appropriate career cluster and career goal
- Create high school course plan based on the selected career cluster and goal
- Complete the designated yearly grade level requirements

District 49 Yearly Grade Level Requirements (listed on students’ Your Portfolio page in CIC)

- | | |
|---------------------------|-----------------------------|
| 1. Ascent | 6. Night School |
| 2. Falcon High School | 7. Patriot Learning Center |
| 3. Falcon Middle School | 8. Sand Creek High School |
| 4. Falcon Virtual Academy | 9. Skyview Middle School |
| 5. Horizon Middle School | 10. Vista Ridge High School |

	Timeline	CIC Activity	Location in CIC (from Student Home Page)	Time Estimate for Task	Party Responsible
Grade 7	1. 1 st Semester	1. Career-o-Matic	Career Planning Tab > 2 nd box down is Explore Careers > 3 rd box down right side of page is Career-o-Matic	5 minutes	1. Homeroom Teachers
	3. October				3. Counselors
	4. 1 st Semester				4. Homeroom Teachers
	5. September /October				5. Counselors
	7. 1 st Quarter				7. Counselors
	9. 2 nd Quarter				9. Counselors
	1. 1 st Semester	2. Learning Style Inventory	Career Planning Tab > 1 st box down is Learn About Yourself > 5 th box down left side of page is Learning Style Inventory (opens new website)> Register Here > Complete all boxes and Register > Answer all questions >	25 minutes for Inventory	1. Homeroom Teachers
	3. October				3. Counselors
	4. 1 st Semester				4. Homeroom Teachers

	5. September /October		Thoroughly read results and write down Green/bold Preferences in Summary Chart ; Your Portfolio Tab > 1 st box down is D49 ICAP Requirements by Grade Level > 2 nd box down is Learning Style > Enter your results from the Learning Style Inventory > Choose Preferences written down from Preference Summary Chart and Save	10 minutes to record results	5. Counselors
	7. 1 st Quarter				7. Counselors
	9. 2 nd Quarter				9. Counselors
	1. 2 nd Semester	3. Career Key	Career Planning Tab > 1 st box down is Learn About Yourself > 3 rd box down right side of page is Career Key	15 minutes	1. Homeroom Teachers
	3. October				3. Counselors
	4. 2 nd Semester				4. Homeroom Teachers
	5. January/April				5. Counselors
	7. 1 st Quarter				7. Counselors
	9. 2 nd Quarter				9. Counselors

Grade 8	Timeline	CIC Activity	Location in CIC (from Student Home Page)	Time Estimate for Task	Party Responsible
	1. 1 st Semester	1. Career Cluster Survey	Career Planning Tab > 1 st box is Learn About Yourself > 1 st box down right side of page is Career Cluster Survey	25 minutes	1. Homeroom Teachers
	3. January				3. Counselors
	4. 1 st Semester				4. Homeroom Teachers
	5. September /October				5. Counselors
	7. 1 st Quarter				7. Counselors
	9. 2 nd Quarter				9. Counselors
	1. 1 st Semester	2. Saved Career Clusters and Pathways	Career Planning Tab > 2 nd box is Explore Careers > Browse Career Clusters > After choosing a specific Career Cluster, 5 th box down left side of page is Add to Portfolio	10 minutes	1. Homeroom Teachers
	3. January				3. Counselors
	4. 1 st Semester				4. Homeroom Teachers
	5. September /October				5. Counselors
	7. 1 st Quarter				7. Counselors
9. 2 nd Quarter	9. Counselors				
1. 1 st Semester	3. Focus Career Cluster	Your Portfolio Tab > 3 rd box down left side of page is Career Planning	10 minutes	1. Homeroom Teachers	

	3. January		Portfolio > Career Plans > 1st box is Choose a Focus Career Cluster		3. Counselors
	4. 1 st Semester				4. Homeroom Teachers
	5. September /October				5. Counselors
	7. 1 st Quarter				7. Counselors
	9. 2 nd Quarter				9. Counselors
	1. 2 nd Semester	4. Your Plan of Study - plan Graduation Requirements and 9 th grade	High School Planning Tab > In the Your Plan of Study box, 1st arrow is Your Plan of Study > Create Your Course Plan > Choose a Recommended Program of Study and/or Use a Career Cluster to build your plan > Under Choose Graduation Requirements to Follow, 1st arrow to right is Continue > click a cell to choose/change classes in that area > Under Find Other Courses to Add to Your Plan of Study, choose the high school you plan to attend from the drop down menu and click on Find Courses to view available classes in that area > Click add to the left of both semesters of a course, then Save and Return to Your Plan of Study	30 minutes	1. Homeroom Teachers
	3. January				3. Counselors
	4. 2 nd Semester				4. Homeroom Teachers
	5. January/April				5. Counselors
	7. 1 st Quarter				7. Counselors
	9. 4 th Quarter	9. Counselors			
	1. 2 nd Semester	5. Parent Review and Approval **Your parent's email address is listed under the Your Profile tab at the bottom of The Basics page**	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 8th Grade > 4th box is Your Plan of Study >bottom of box is Parent/Guardian Reviews and Comments > Invite Parent to Review this Plan > Enter information in empty fields and click Invite	5 minutes	1. Homeroom Teachers
	3. January				3. Counselors
	4. 2 nd Semester				4. Homeroom Teachers
	5. January/April				5. Counselors
7. 1 st Quarter	7. Counselors				
9. 4 th Quarter	9. Counselors				

Grade 9	Timeline	CIC Activity	Location in CIC (from Student Home Page)	Time Estimate for Task	Party Responsible
	1. 1 st Semester	1. Interest Profiler - add at least 3 careers to Portfolio	Career Planning Tab > Learn About Yourself > 1st box down left side of page is Interest Profiler > View Careers > After choosing a specific Career, 10th box down left side of page is Add to Portfolio	20 minutes	1. Homeroom Teacher
	2. 1 st Semester				2. Freshman Seminar Teachers
	4. 1 st Semester				4. Homeroom Teacher

8. 1 st Semester				8. Advisory Teacher
10. 1 st Semester				10.
1. 1 st Semester	2. Explore Programs/ Majors - add at least 3 options to Portfolio	College Planning Tab > 3 rd box is Explore Programs and Majors > Search or Browse Programs and Majors > After choosing a specific Program, 5 th box down left side of page is Save to Portfolio	15 minutes	1. Homeroom Teacher
2. 1 st Semester				2. Freshman Seminar Teachers
4. 1 st Semester				4. Homeroom Teacher
8. 1 st Semester				8. Advisory Teacher
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester				3. College Opportunity Fund Application - Need Social Security number to apply
2. 1 st Semester	2. Freshman Seminar Teachers			
4. 1 st Semester	4. Homeroom Teacher			
8. 1 st Semester	8. Advisory Teacher			
10. 1 st Semester	10. Advisory Teacher			
1. 1 st Semester	4. Postsecondary and Workforce Goal and Yearly Milestones	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 9 th Grade > 3 rd box is Postsecondary and Workforce Goal	5 minutes	
2. 1 st Semester				2. Freshman Seminar Teachers
4. 1 st Semester				4. Homeroom Teacher
8. 1 st Semester				8. Advisory Teacher
10. 1 st Semester				10. Advisory Teacher
1. 2 nd Semester				5. Review Standards to Attend Public Four-Year Colleges or Universities in
2. 2 nd Semester	2. Freshman Seminar Teachers			
4. 2 nd Semester	4. Homeroom Teacher			

	8. 2 nd Semester	Colorado	opens in new window)		8. Advisory Teacher
	10. 2 nd Semester				10. Counselors
	1. 2 nd Semester	6. Review Dual Credit Options (Early Access Programs) in Colorado	High School Planning Tab > In the Your Plan of Study box, 3 rd arrow is Dual Credit Options (Early Access Programs) in Colorado > Read entire article (which opens in new window)	5 minutes	1. Homeroom Teacher
	2. 2 nd Semester				2. Freshman Seminar Teachers
	4. 2 nd Semester				4. Homeroom Teacher
	8. 2 nd Semester				8. Advisory Teacher
	10. 2 nd Semester				10. Advisory Teacher
	1. 2 nd Semester	7. Your Plan of Study - plan for grades 10-12	High School Planning Tab > In the Your Plan of Study box, 1 st arrow is Your Plan of Study > My Plan of Study > click a blank cell to choose classes in that area > Under Find Other Courses to Add to Your Plan of Study , click on Find Courses to view available classes in that area	30 minutes	1. Homeroom Teacher
	2. 2 nd Semester				2. Freshman Seminar Teachers
	4. 2 nd Semester				4. Homeroom Teacher
	8. 2 nd Semester				8. Advisory Teacher
	10. 2 nd Semester				10. Advisory Teacher
	1. 2 nd Semester	8. Parent Review and Approval **Your parent's email address is listed under the Your Profile tab at the bottom of The Basics page**	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 9th Grade > 6th box is Your Plan of Study > bottom of box is Parent/Guardian Reviews and Comments > Invite Parent to Review this Plan > Request Plan of Study Review	5 minutes	1. Homeroom Teacher
	2. 2 nd Semester				2. Freshman Seminar Teachers
	4. 2 nd Semester				4. Homeroom Teacher
	8. 2 nd Semester				8. Advisory Teacher
	10. 2 nd Semester				10. Advisory Teacher

Grade 10	Timeline	CIC Activity	Location in CIC (from Student Home Page)	Time Estimate for Task	Party Responsible
	1. 1 st Semester	1. Compare Colleges and Postsecondary Schools	College Planning Tab > 2 nd box is Explore Postsecondary Schools > 2 nd box is School Exploration Tools > Compare Schools	15 minutes	1. Homeroom Teachers
	2. 2 nd Semester				2. English Teachers and

				Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teacher
10. 1 st Semester				10.
1. 1 st Semester	2. Extracurricular Activities	Your Portfolio Tab > 2 nd box is Your Profile > Experiences and Activities > Add an experience and/or Add an activity	5 minutes	1. Homeroom Teachers
2. 2 nd Semester				2. English Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teacher
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester	3. Community Service and Service Learning	Your Portfolio Tab > 2 nd box is Your Profile > Experiences and Activities > Community Service and Service Learning > Add an experience	5 minutes	1. Homeroom Teachers
2. 2 nd Semester				2. English Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teacher
10. 1 st Semester				10. Advisory Teacher
1. 2 nd Semester	4. Update Postsecondary and Workforce Goal and Add Yearly	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 10th Grade > 3rd box is Postsecondary and Workforce Goal	5 minutes	1. Homeroom Teachers
2. 2 nd Semester				2. English Teachers and Counseling
4. 2 nd Semester				4. Homeroom

		Milestones			Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 2 nd Semester				8. Advisory Teacher
	10. 2 nd Semester				10. Advisory Teacher
	1. 2 nd Semester	5. Your Plan of Study - review and update if needed	High School Planning Tab > In the Your Plan of Study box, 1 st arrow is Your Plan of Study > Review and update My Plan of Study if needed	5 minutes	1. Homeroom Teachers
	2. 2 nd Semester				2. Social Studies Teachers and Counseling
	4. 2 nd Semester				4. Homeroom Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 2 nd Semester				8. Advisory Teacher
	10. 2 nd Semester				10. Advisory Teacher
	1. 2 nd Semester	6. Parent Review and Approval **Your parent's email address is listed under the Your Profile tab at the bottom of The Basics page**	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 10th Grade > 4th box is Your Plan of Study > bottom of box is Parent/Guardian Reviews and Comments > Invite Parent to Review this Plan > Request Plan of Study Review	5 minutes	1. Homeroom Teachers
	2. 2 nd Semester				2. Social Studies Teachers and Counseling
	4. 2 nd Semester				4. Homeroom Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 2 nd Semester				8. Advisory Teacher
	10. 2 nd Semester				10. Advisory Teacher

Grade 11	Timeline	CIC Activity	ICAP Standard Addressed		Party Responsible
		1. 1 st Semester	1. School Finder	College Planning Tab > 2 nd box is Explore Postsecondary Schools > 2 nd box is School Exploration Tools > School Finder > Follow instructions to choose characteristics then See Your	20 minutes
	2. 1 st Semester	- add at least 3 to Portfolio	2. Social Studies Teachers and Counseling		

4. 1 st Semester		Matching Schools > After choosing a specific school, Save to Your Portfolio is down left side of page		4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teachers
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester	2. Scholarship Finder - add at least 3 to Portfolio	Financial Aid Planning Tab > On right side of 2 nd box is Find Scholarships > 2 nd box is Scholarship Finder > Follow instructions to add values then See Matching Scholarships > After choosing a specific scholarship, Add to Portfolio is at top right side of box	20 minutes	1. Homeroom Teachers
2. 1 st Semester				2. Social Studies Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teachers
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester				3. Update Extracurricular Activities, Community Service and Service Learning
2. 1 st Semester	2. Social Studies Teachers and Counseling			
4. 1 st Semester	4. Homeroom Teachers			
6. 2 nd Semester	6. Counseling			
7. 1 st Semester	7. Counseling			
8. 1 st Semester	8. Advisory Teachers			
10. 1 st Semester	10. Advisory Teacher			
1. 1 st Semester	4. Work Experiences	Your Portfolio Tab > In 3 rd box, top left corner is Career Planning Portfolio > 3 rd arrow down left side of box is Work Experience > Add New Work Experience	5 minutes	1. Homeroom Teachers
2. 1 st Semester				2. Social Studies Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling

7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teachers
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester and January	5. ACT Test Prep	College Planning Tab > On right side of 1 st box is Test Prep > 2 nd arrow under Take a Tour on right side of 1 st box is ACT Test Prep Worksheet > Review options available on worksheet (which opens in a new window)	5 minutes	1. Homeroom Teachers
2. 1 st Semester				2. Social Studies Teachers and Counseling
4. 1 st Semester and January				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 2 nd Semester				8. Advisory Teachers
10. 2 nd Semester				10. Advisory Teacher
1. 2 nd Semester	6. Update Postsecondary and Workforce Goal and Add Yearly Milestones	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 11th Grade > 6 th box is Postsecondary and Workforce Goal	5 minutes	1. Homeroom Teachers
2. 2 nd Semester				2. Social Studies Teachers and Counseling
4. 2 nd Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 2 nd Semester				8. Advisory Teachers
10. 2 nd Semester	10. Advisory Teacher			
1. 2 nd Semester	7. Your Plan of Study - review and update if needed	High School Planning Tab > In the Your Plan of Study box, 1 st arrow is Your Plan of Study > review and update My Plan of Study if needed	5 minutes	1. Homeroom Teachers
2. 2 nd Semester				2. Social Studies Teachers and Counseling
4. 2 nd Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 2 nd Semester				8. Advisory

	10. 2 nd Semester				Teachers
					10. Advisory Teacher
	1. 2 nd Semester	8. Parent Review and Approval **Your parent's email address is listed under the Your Profile tab at the bottom of The Basics page**	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 11th Grade > 9th box is Your Plan of Study > bottom of box is Parent/Guardian Reviews and Comments > Invite Parent to Review this Plan > Request Plan of Study Review	5 minutes	1. Homeroom Teachers
	2. 2 nd Semester				2. Social Studies Teachers and Counseling
	4. 2 nd Semester				4. Homeroom Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 2 nd Semester				8. Advisory Teachers
10. 2 nd Semester	10. Advisory Teacher				

	Timeline	CIC Activity	ICAP Standard Addressed		Party Responsible
Grade 12	1. 1 st Semester	1. Update Postsecondary and Workforce Goal and Add Yearly Milestones	Your Portfolio Tab > D49 ICAP Requirements by Grade Level > 12th Grade > 1st box is Postsecondary and Workforce Goal	5 minutes	1. Homeroom Teachers
	2. 1 st Semester				2. Social Studies Teachers and Counseling
	4. 1 st Semester				4. Homeroom Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 1 st Semester				8. Advisory Teachers
	10. 1 st Semester				10. Advisory Teacher
	1. 1 st Semester	2. Input ACT scores	Your Portfolio Tab > In 3 rd box, bottom left corner is College Planning Portfolio > 2 nd arrow on left is Test Scores > 5 th option is PLAN > Enter your ACT Scores	5 minutes	1. Homeroom Teachers
	2. 1 st Semester				2. Social Studies Teachers and Counseling
	4. 1 st Semester				4. Homeroom Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 1 st Semester				8. Advisory

				Teachers
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester	3. College Applications and Recruiting	Your Portfolio Tab > In 3 rd box, bottom left corner is College Planning Portfolio > 1 st arrow on left is Postsecondary Plans > 2 nd box is College Applications and Recruiting	20 minutes	1. Homeroom Teachers
2. 1 st Semester				2. Social Studies Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teachers
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester	4. Update Extracurricular Activities, Community Service, Service Learning and Work Experience	Your Portfolio Tab > 2 nd box down is Your Profile > 3 rd arrow on left is Experiences and Activities > Add an Experience and/or Add an Activity ; Your Portfolio Tab > In 3 rd box, top left corner is Career Planning Portfolio > 3 rd arrow on left is Work Experience > Add new work experience	10 minutes	1. Homeroom Teachers
2. 1 st Semester				2. Social Studies Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teachers
10. 1 st Semester				10. Advisory Teacher
1. 1 st Semester	5. Leadership Experiences	Your Portfolio Tab > 2 nd box is Your Profile > 3 rd arrow on left is Experiences and Activities > 6 th box is Leadership Experiences > Add a leadership experience	5 minutes	1. Homeroom Teachers
2. 1 st Semester				2. Social Studies Teachers and Counseling
4. 1 st Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 1 st Semester				8. Advisory Teachers
10. 1 st Semester				10. Advisory

				Teacher
1. 2 nd Semester	6. FAFSA	Financial Aid Planning Tab > In 3 rd box is Financial Aid 101 > In 3 rd box Apply! Apply! Apply! , 1 st arrow is FAFSA is the KEY! > Read entire article; Your Portfolio Tab > In 3 rd box, bottom right corner is Financial Aid Planning Portfolio > 2 nd box is FAFSA > Enter and Save the date you submitted your application	10 minutes/ 5 minutes	1. Homeroom Teachers
2. 2 nd Semester	** Complete the necessary steps with your parents/guardians and submit your FAFSA**			2. Social Studies Teachers and Counseling
4. 2 nd Semester				4. Homeroom Teachers
6. 2 nd Semester				6. Counseling
7. 1 st Semester				7. Counseling
8. 2 nd Semester				8. Advisory Teachers
10. 2 nd Semester				10. Advisory Teacher
1. 2 nd Semester		7. Components of My Financial Aid Plan	Your Portfolio Tab > In 3 rd box, bottom right corner is Financial Aid Planning Portfolio > 3 rd box is Components of My Financial Aid Plan > Add a component to your plan > 3 rd box down is Components of My Financial Aid Plan > Save > Repeat until your plan is complete	10 minutes
2. 2 nd Semester		2. Social Studies Teachers and Counseling		
4. 2 nd Semester		4. Homeroom Teachers		
6. 2 nd Semester		6. Counseling		
7. 1 st Semester		7. Counseling		
8. 2 nd Semester		8. Advisory Teachers		
10. 2 nd Semester		10. Advisory Teacher		
1. 2 nd Semester		8. Intent to Register	Your Portfolio Tab > In 3 rd box, bottom left corner is College Planning Portfolio > 1 st arrow is Postsecondary Plans > 4 th box is Intent to Register > Identify the college at which you intend to register	5 minutes
2. 2 nd Semester		2. Social Studies Teachers and Counseling		
4. 2 nd Semester		4. Homeroom Teachers		
6. 2 nd Semester		6. Counseling		
7. 1 st Semester		7. Counseling		
8. 2 nd Semester		8. Advisory Teachers		
10. 2 nd Semester		10. Advisory Teacher		
1. 2 nd Semester		9. After High School	Your Portfolio Tab > In 3 rd box, bottom left corner is College	10 minutes

	2. 2 nd Semester	Transition Plan	Planning Portfolio > 1 st arrow is Postsecondary Plans > 1 st box is After High School Transition Plan > Have you got a plan? > Complete all 5 boxes and Save		2. Social Studies Teachers and Counseling
	4. 2 nd Semester				4. Homeroom Teachers
	6. 2 nd Semester				6. Counseling
	7. 1 st Semester				7. Counseling
	8. 2 nd Semester				8. Advisory Teachers
	10. 2 nd Semester				10. Advisory Teacher

Rules Governing Standards for ICAP and District 49 Implementation Plan Correlation

2.01 Standards for Individual Career and Academic Plans		District 49 Implementation
2.01 (1)	Each ICAP shall include a career planning, guidance and tracking component and a portfolio that reflects, at a minimum:	
2.01 (1) (a)	Documentation of the student’s efforts in exploring careers, including: a written postsecondary and workforce goal for the student; yearly benchmarks for reaching that goal; interest surveys that the student completes; and anticipated postsecondary studies	Yearly Grade Level Requirements: 7-2; 7-3; 8-1; 8-2; 8-3; 9-1; 9-2; 9-4; 10-1; 10-4; 11-1; 11-6; 12-1
2.01 (1) (b)	The student’s academic progress including the courses taken, any remediation or credit recovery and any concurrent enrollment credits earned	CIC Custom Services automatically uploads student transcripts
2.01 (1) (c)	An intentional sequence of courses reflecting progress toward accomplishment of the student’s postsecondary and workforce objectives	Yearly Requirements: 8-5; 9-7; 10-6; 11-7
2.01 (1) (d)	Relevant assessment scores	Yearly Requirement: 12-2
2.01 (1) (e)	The student’s plans for and experiences in Contextual and Service Learning, if applicable	Yearly Requirements: 10-2; 10-3; 11-3; 11-4; 12-4; 12-5
2.01 (1) (f)	A record of the student’s college applications or alternative applications as they are prepared and submitted	Yearly Requirement: 12-3; 12-8
2.01 (1) (g)	The student’s postsecondary studies as the student progresses through high school	CIC Custom Services automatically uploads student transcripts
2.01 (1) (h)	The student’s progress toward securing scholarships, work-study, student loans and grants	Yearly Requirements: 9-3; 11-2; 12-6
2.01 (1) (i)	Other data reflecting student progress toward postsecondary and workforce readiness, including the student’s understanding of the financial impact of postsecondary education	Yearly Requirements: 7-1; 8-4; 9-5; 9-6; 11-5; 12-6; 12-7; 12-9

2.01 (2) (a)	Each ICAP is accessible to educators, students, parents legal guardians, and Approved Postsecondary Service Providers	Automatic student and professional account creation through CIC Custom Services and Yearly Requirements: 8-6; 9-8; 10-6; 11-8
2.01 (2) (b)	Each ICAP portfolio shall be transferable in print or electronic form for internal and external district use so that when a student transfers from one school or district to another, his/her career and academic plans follow him/her	All ICAPs are held in CIC, which can be printed or electronically released to a new school/district
2.01 (3)	Each public school, in assisting students and parents in creating and maintaining ICAPs shall comply with the requirements of the Federal "Family Educational Rights and Privacy Act of 1974", 20 U.S.C. 1232g.	All CIC student, parent and professional accounts are password protected
2.02 District Responsibility		District 49 Implementation
2.02 (1)	In implementing ICAPs, each district shall develop an Implementation Plan by September 30, 2010. The Implementation Plan shall include:	
2.02 (1) (a)	Policies and procedures in place that meet or exceed the requirements of 22-32-109(1)(nn) and also meet or exceed the standards set forth in 22-2-136(1), C.R.S including a clear designation of the roles and responsibilities of the student, parents and district staff	See above plan
2.02 (1) (b)	Evidence of a plan for ICAP implementation based on recommendations from school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers	Meetings held on: 4/27, 7/16, 8/5, 8/11, 8/12, 9/2, 9/9; Each school determined own timeline and parties responsible
2.02 (1) (c)	Where possible, the district's demonstration that professional development is in place for school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers for implementing ICAPs	District Counselor is available to all schools for ICAP training
2.02 (1) (d)	Effective September 30, 2011, each school counselor or school administrator shall ensure that every student in grades nine through twelve and their parents or legal guardians has access to and assistance in the development of an ICAP	See above plan
2.02 (1) (e)	Beginning with a student's ninth grade year, the ICAP shall include goals for the student based on academic and career interests and shall identify required academic courses, career courses, electives and Contextual and Service Learning opportunities aligned to the district's programs of instruction related to postsecondary and workforce readiness	Yearly Grade Level Requirements: 9-4, 10-4, 11-6, 12-1, 7-3, 8-1, 9-1, 8-5, 9-7, 10-5, 11-7, 10-3, 11-3, 12-4
2.02 (1) (f)	ICAP access and assistance shall be provided at a minimum, annually in grades nine through twelve and should include participation by the student, parents or legal guardian, school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers as applicable	See above plan
2.02 (1) (g)	Each year's ICAP review shall indicate any differences from the previous year's ICAP including but not limited to: goal	Yearly Grade Level Requirements: 9-7, 10-4,

	revision, new postsecondary career and educational plans, financial aid opportunities and changes in academic courses	10-5, 11-2, 11-6, 11-7, 12-1, 12-7
2.02 (1) (h)	School counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers at middle schools and high schools shall collaborate to ensure that each student and their parents or legal guardians receive information and advising regarding the relationship between the ICAP and postsecondary goals and expectations	See above plan
2.02 (1) (i)	The ICAP and ICAP related data shall be available upon request to the student, parents or legal guardian, educators, and/or Approved Postsecondary Service Providers and in both electronic and printable form	All ICAPs are held in CIC, which can be printed or electronically released to a new school/district
2.02 (1) (j)	The Implementation Plan shall include provisions to include a means to insert ICAP related data into an electronic database for an individual student and, to the extent practicable, will be done in an automated fashion	We have purchased custom services from CIC and are using this website as our sole venue for ICAPs
2.01 (1) (k)	Where possible, the district shall ensure and verify that the ICAP aligns with the American School Counselor Association's adopted standards	Meets ASCA Standards: A:A3, A:B1, A:B2, A:C1, C:A1, C:A2, C:B1, C:B2, C:C1, C:C2, PS:A1, PS:B1
2.03 Evaluation of Program		District 49 Implementation
2.03 (1)	The district shall establish specific policies for school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers to ensure every student has access to and assistance in the development of an ICAP	See above plan
2.03 (2)	The policies shall include a method to evaluate the implementation and effectiveness of the standards set forth in 22-2-136(1) C.R.S.	Covered under Project Roles/Duties/ Responsibilities above