**SUGGESTED TIMELINE FOR ICAP COMPLETION**

This suggested timeline is not a requirement but rather provides a structure to ensure that students use their ICAPs continuously throughout the school year, and reach 100% completion. **\*\* Beginning 2019 - 2020 school year ICAP Implementation must begin with all ninth grade students, however these activities can be implemented as early as the sixth grade.**

**SEPTEMBER**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CAREER AWARENESS** | | | | | | | |
| **Completion Criteria** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Career Interest Inventory | X | X | X | X | X | X | X |
| Career Skills |  | X | X | X | X | X | X |
| Career Cluster Survey |  | X | X | X | X | X | X |
| Expected Outcomes |  | | | | | | |

**Career Awareness -** Using one of the free online tools allow students to complete the appropriate surveys, allow time for discussion of results. All results are to be saved in the online tool for further review.

**OCTOBER/NOVEMBER**

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| **EXPLORATION - GOALS** | | | | | | | |
| **Completion Criteria** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Career Portfolio Set-Up / Update |  |  | X | X | X | X | X |
| Explore Career Clusters |  | X | X | X |  |  |  |
| Postsecondary Goals |  |  | X | X | X | X | X |
| Career Exploration Day |  |  | X | X | X |  |  |
| Expected Outcomes |  | | | | | | |

**Goals -** Using one of the free online tools allow students to use completed surveys to explore career clusters, post - secondary plans, and set post - secondary goals. All results are to be saved in the online tool for further review.

**JANUARY/FEBRUARY**

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| **PREPARATION/PLANNING – ACTIVITIES, EXPERIENCES, AWARDS in E-PORTFOLIO** | | | | | | | |
| **Completion Criteria** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Postsecondary Goals |  |  | X | X | X | X | X |
| Career Planning Activities |  |  | X | X | X | X | X |
| Organizations & Activities | X | X | X | X | X | X | X |
| Community Service | X | X | X | X | X | X | X |
| Job Shadow |  |  | X | X | X |  |  |
| Internship |  |  |  |  |  | X | X |
| Expected Outcomes |  | | | | | | |

**E - Portfolio -** Using one of the free online tools allow students to use completed surveys to explore career clusters, post - secondary plans, and set post - secondary goals. All results are to be saved in the online tool for further review.

**MARCH/APRIL**

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| **PLAN / PROGRAM OF STUDY - Create and update Plan of Study using online tool** | | | | | | | |
| **Completion Criteria** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Complete annual Plan of Study | X | X | X | X | X | X | X |
| Explore Program of Study |  |  |  | X |  |  |  |
| Choose Program of Study |  |  |  |  | X | X | X |
| Choose Program of Study |  |  |  |  | X | X | X |
| Expected Outcomes |  | | | | | | |

**Plan / Program of Study -** Using findings from completed surveys to explore career clusters, post - secondary plans, and set post - secondary goals, complete a plan of study choosing offered courses with consideration to post - secondary goals. In appropriate grades students should also use results from aforementioned tools to select or explore a program of study offered at a career tech center or make progress towards a degree i.e. concurrent. All results are to be saved in the online tool for further review.

**MAY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ADVISEMENT REVIEW** | | | | | | | |
| **Completion Criteria** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Annual ICAP Review Survey |  |  | X | X |  |  |  |
| Annual Student Survey | X | X | X | X | X | X | X |
| Expected Outcomes |  | | | | | | |

**Parent Review:** Parents/guardians should review the ICAPs prior to the Annual ICAP Review, and before June of every school year.