

Individual Career Academic Planning Recovery

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 1210.508-4

ICAP (Individual Career Academic Planning) is a planning tool that is designed to help students prepare for postsecondary and career opportunities while completing yearly activities to meet graduation requirements. ICAP includes individual career and academic strategies that educators can use to promote student success. Utilizing these strategies gives high school students the opportunity to explore their future options, and opportunities after high school.

This guide has been created as a resource for students that are not currently on track to complete ICAP requirements before graduation. This guide will allow you to engage those students to complete the necessary activities and ensure that all ICAP requirements are met in accordance with the Oklahoma State Department of Education graduation mandates.

A student's ICAP will include the activities below plus additional district requirements, if applicable.

- **Career Assessments** - Students will complete an online career assessment every year to explore their career interests, learn career skills and begin connecting their interests to careers.
- **Goals** - Students will update their career and postsecondary goals every year as they learn about new opportunities.
- **College and Career Assessments** - Students will update their required state and federal assessments (English language arts, mathematics, and science) and college and career readiness assessment (ACT or SAT) results as they become available.
- **Academic Progress** - Students will annually update their academic courses and progress in those courses. Students will also list any career technology programs, AP or IB courses, concurrent enrollment courses or career endorsements that reflect progress toward their individual career pathways.
- **Work – Based Learning** - Students will complete at least one service learning or work environment activity, before high school graduation.

CAREER INTEREST ASSESSMENTS

A portion of a student’s ICAP plan should include an annual completed online career assessments. Should a student experience interruption in ICAP completion, a student can complete their assigned assessments over a quarter or semester length before graduation. View the table below for examples:

	9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
Student Option 1	Not completed	Not completed	Not completed	Complete a total of 4 assessments quarterly
Student Option 2	Not Completed	Not Completed	Completed	Complete a total of 3 assessments quarterly
Student Option 3	Not Completed	Completed	Completed	Complete a total of two assessments

WRITTEN POSTSECONDARY & WORKFORCE GOALS

A portion of a student’s ICAP plan should include at least 4 updates to their postsecondary / workforce goals. Should a student experience interruption in ICAP completion, a student can complete 4 updates to their postsecondary / workforce goals over a quarter or semester length before graduation. View the table below for examples:

	9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
Student Option 1	Not completed	Not completed	Not completed	Must complete quarterly to complete 4 by the end of the year
Student Option 2	Not Completed	Not Completed	Completed	Must complete 3 – choice of quarter to complete 4 by the end of the year
Student Option 3	Not Completed	Completed	Completed	Must complete 2- choice of quarter to complete 4 by the end of the year

INTENTIONAL SEQUENCE OF COURSES

A portion of a student’s ICAP plan should include a completed education plan or plan of study. Should a student experience interruption in ICAP completion, a student can complete their plan of study over a quarter or semester length before graduation. View the table below for examples:

	9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
Student Option 1	Not completed	Not completed	Not completed	Must complete quarterly to complete 4 by the end of the year
Student Option 2	Not Completed	Not Completed	Completed	Must complete 3 – choice of quarter to complete 4 by the end of the year
Student Option 3	Not Completed	Completed	Completed	Must complete 2- choice of quarter to complete 4 by the end of the year

WRITTEN POSTSECONDARY & WORKFORCE GOALS

A portion of a student’s ICAP plan should include at least 4 updates to their postsecondary / workforce goals. Should a student experience interruption in ICAP completion, a student can complete 4 updates to their postsecondary / workforce goals over a quarter or semester length before graduation. View the table below for examples:

	9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
Student Option 1	Not completed	Not completed	Not completed	Must complete quarterly to complete 4 by the end of the year
Student Option 2	Not Completed	Not Completed	Completed	Must complete 3 – choice of quarter to complete 4 by the end of the year
Student Option 3	Not Completed	Completed	Completed	Must complete 2- choice of quarter to complete 4 by the end of the year

ACADEMIC PROGRESS

A portion of a student's ICAP plan should include updated academic progress, should a student experience interruption in ICAP completion, a student can update their academic progress retroactively before graduation.

9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
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Must update academic plan before graduation.

SCORES ON COLLEGE AND CAREER READY ASSESSMENTS

A portion of a student's ICAP plan should include updated scores on their college and career ready assessments (ACT, SAT, etc.) Should a student experience interruption in ICAP completion, a student can update their assessments before graduation

9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
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Must update college and career assessments before graduation.

SERVICE LEARNING (OR) WORK BASED LEARNING

A portion of a student's ICAP plan should include at least one work-based learning experience. Should a student experience interruption in ICAP completion, a student can complete this experience anytime before graduation.

9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
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Must have at least 1 recorded experience by the end of 12th Grade year to meet graduation requirement.

Other helpful resources including the ICAP toolkit, best practices, helpful guides and more can be found at www.okedge.com or contact the College and Career Readiness Office at 405-522-1918.