ICAP Documentation

If your district decides to document an activity in a way that is not listed here and you would like to discuss your plan, feel free to contact the office of College & Career Readiness at (405) 522 -1918 or by email, CollegeAndCareer@sde.ok.gov

Reminder:
- *ICAP activities must be documented*
- *Students should be able to access the documentation easily*

Career Interest Assessments

Each online tool provides career and interest assessments, students should complete **at least one each year**.

Students can access their results within their student accounts. Members of the ICAP Team can access this information through the Administrative / Professional Center of their online tool.

Intentional Sequence of Courses

Each online tool provides a space for students to record the courses they intend to take during high school. These courses should align with graduation requirements and the student's Career and Academic Plans for the future. **These courses should be reviewed annually** and edited / updated as needed.

Students can access their planned courses within their student accounts. Members of the ICAP Team can access this information through the Administrative / Professional Center of their online tool.

Most Student Information Systems provide a means for tracking this information.

Post-Secondary Workforce Goals

Each online tool provides a space for students to record their written career goals. **These goals should be updated every year** as students track their progress toward meeting their goals and to add new goals.

Students can access their Goals within their student accounts. Members of the ICAP Team can access this information through the Administrative / Professional Center of their online tool.

Academic Progress

A student's Academic Progress should be **updated every year** as an ongoing process through which students work toward graduation and their future plans.

Most Student Information Systems provide a means for tracking this information. Documentation can include updating the Intentional Sequence of Courses, tracking completion of a College & Career Ready Assessment, and recording any earned certifications.

ICAP Documentation

If your district decides to document an activity in a way that is not listed here and you would like to discuss your plan, feel free to contact the office of College & Career Readiness at (405) 522 -1918 or by email, CollegeAndCareer@sde.ok.gov

Reminder:
- **ICAP activities must be documented**
- **Students should be able to access the documentation easily**

Service Learning and Work-Based Learning

Students are required to complete **at least one** service learning / work-based learning experience before graduation. This experience must be connected to their career interest.

Each online tool provides a space for students to indicate they have participated in a Service Learning or Work-Based Learning experience. Reflection is built into OK College Start, while schools using OK Career Guide will need to document that reflection through another means.

College & Career Ready Assessments

College and Career Assessments refer to required assessments such as the ACT, SAT, and other required assessments by state law 70 O.S. § 1210.508 These are typically entered as students complete them and scores may not be available until a student's final year.

These scores can be documented through the online tool, or through the school's Student Information System.

Recording Completion on the Transcript

Verification that a district is following the required ICAP for its high school students will be an element of the annual accreditation compliance report. Districts should retain all relevant documentation to confirm compliance with the law via ICAP online tools or other methods of district choice.

State on transcript: "The student has satisfactorily met the graduation requirement of completing an Individual Career and Academic Plan (ICAP). (70 O.S. § 1210.508-4)"

Transcript Guidance Overview