Parkrose Educational Plan and Profile (EPP)

Requirements

Product

Process

Procedure

Requirements of EPP

- Describe personal, academic, and career interests

- Describe personal, educational, and career goals (short-term and long-term)

- Identify "next steps" requirements following high school completion and steps for successful transition:2-year, 4-year college or university, career school, apprenticeship, workforce, military

  These three are currently documented in:
  - Naviance annual survey
  - Future Focus ppt.
  - Future Focus essay

Requirements of EPP cont.

- Plan courses and learning experiences that support the student's interests and goals, including: opportunities for meeting academic standards, essential skills, technical knowledge and skills, extended application, and participation in career-related learning experiences.

This currently takes place in the:

- Naviance annual survey
- Naviance course planner used during forecasting each spring

Requirements of EPP cont.

- Documentation of personal progress and achievement toward:
    - Academic standards – **transcript**
    - Essential skills - **OAKS assessment summary**
    - CRLS - **will fold into either career pathways or Senior Capstone**
    - Extended application – **Senior Capstone**
    - CRLEs - **will fold into either career pathways or Senior Capstone**
    - Credit requirements - **transcript**

Requirements of EPP cont.

- Record of personal awards, accomplishments, experiences, and skills.
  - **Naviance Resume**

- Reflections on current status of personal, educational, and career goals.
  - **Future Focus**

Products: All currently housed in Naviance

- **Naviance Survey** – a new one each year, 2012 Freshman EPP, 2012 Sophomore EPP, 2012 Junior EPP, 2012 Senior EPP.

- **Future Focus Power Point, "Who Am I?"** – both in class and online Moodle option would include this.

- **Future Focus Essay** – This is the freshman level research paper.

- ***Transcript** – A proposal is being turned into MESD to re-design our transcript so that it comprehensively documents:
  - Academic standards
  - Essential skills
  - CRLS/CRLEs
  - Extended Application
  - Credit requirements

- **Summary of Progress** - will be completed for each student on cardstock that can be shared with parents

*__***Alternate Plan** if Transcript is not updated: Registrar maintains a database documenting all requirements (as outlined on the attachment) per kid__*

Process

For Naviance Survey:

- First Sweep – Naviance Survey in Advisory – All grades

- Second Sweep – Sent an email explaining this is a graduation requirement to all in progress and all non-started students; asked them to complete the survey.

- Third Sweep – While doing forecasting with all freshmen, complete the survey as an exit slip. Can't leave until it's done!

- Final Sweep – Kid's that didn't forecast or do the survey are called in to complete both tasks.

- Current number of completers as of 4/10/09: 216, 38 IP, 25 NS

Process cont.

For Future Focus PPT. and Essay

- Both are completed in Future Focus class, which is a requirement for all freshmen this year and is a graduation requirement for all future students.

- The kid doesn't pass the class without completing these two projects.

- These two assignments are uploaded into students Naviance accounts.

Procedure

- Who does what, when and where?
  - Registrar (with re-aligned duties) – maintains the centralized system of documentation. Sends monthly reports to counselors for catch up planning.

  - Counselors – conduct the "sweeps" mentioned above

  - Future Focus teachers – facilitate learning and planning through "Who Am I?" ppt. and research paper.

Procedure Cont.

- <u>Senior project advisors / advisory teachers</u> – monitor and manage the Extended Application (Capstone)

- <u>Career Pathways Teachers</u> – provide both CRLS and CRLE's within content

- <u>Administrative Team</u> – plan and communicate new requirements within Career Pathway classes. Conduct monthly audits of progress.

Next Steps:

- Coordinate with Middle School for transfer of documentation

- Define the inclusion of CRLS/Es in Career Pathways Content