

INDIVIDUAL GRADUATION PLAN CONFERENCES 2014-2015

THE PROCESS: IGP Conference

(All IGP conferences are to be led by a certified school counselor)

Eighth Grade

Provide:

- *Give a general overview of cluster and major selections
- *Give a general overview of academic and career integration in IGP
- *Provide samples of completed IGP in variety of majors
- *Review the student's career exploration activities
- Interpret career assessments (may be completed by a GCDF)
- Interpret academic assessments, grades, etc. (EXPLORE is an excellent tool with both academic and career assessments if students completed it in 8th grade)
- Discuss connections between the student's career goals, academic goals, and course planning/selection
- Select planned courses for 9th grade (if directed by district)
- Advise student of the courses related to majors in his or her cluster of interest that require enrollment in 9th grade (examples: Project Lead the Way, majors that require careful planning/sequencing such as Honors, AP/IB); courses with special considerations should be identified by district/school curriculum administrators for middle school and high school counselors prior to conferences
- *Discuss Extended Learning Opportunities (ELO) compatible with the student's cluster/major goals
- *Download the IGP, obtain signatures, retain a copy, and give a copy to the parent/guardian or use the e-signature option in the IGP Success Planner

Note: Students must select a preferred cluster of study before the end of the second semester of 8th grade.

Ninth Grade/Tenth Grade

- *Update/expand information provided in previous IGP conference(s): career activities, career assessment results, goals/decisions, etc.
- Interpret academic assessments
- Focus additional attention on courses in progress, grades, academic goals/barriers, graduation requirements, post-secondary requirements, etc.
- Incorporate career cluster/major information and academic record/goals in course planning discussions.
- Update academic information, planning courses for subsequent grades, giving special attention to course sequencing, prerequisites, etc.
- *Discuss Extended Learning Opportunities (ELO) compatible with cluster/major goals
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Note: Students must select a major before the end of the second semester of 10th grade.

Eleventh Grade

- *Review career activities, assessments, goals
- *Discuss Extended Learning Opportunities (ELO) compatible with cluster/major goals
- Update the IGP and check for completion of major(s) courses and the inclusion of needed courses
- Review academic record and assessments with special focus on graduation requirements, academic goals/barriers, compatibility of academic profile with postsecondary goals, assessment needs for postsecondary goals (ACT, SAT, COMPASS, Work Keys, transition assessments, etc.)
- *Download the IGP, obtain signatures, retain copy, and give a copy to the parent/guardian or use the e-signature option in the IGP Success Planner

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Twelfth Grade

- Discuss postsecondary and/or workforce entry plans
- Discuss deadlines for college and financial aid applications, if applicable
- *Discuss work readiness skills
- Update the IGP and check for completion of major(s) courses
- Review academic record and assessments with special focus on diploma requirements, academic goals/barriers, compatibility of academic profile with postsecondary goals, assessment needs for postsecondary goals (ACT, SAT, COMPASS, Work Keys, transition assessments, etc.)
- *Download the IGP, obtain signatures, retain a copy, and give a copy to the parent/guardian or use the e-signature option in the IGP Success Planner

THE TOOL: The Pearson IGP Success Planner

- *Verify the accuracy of the students' information (pre-populated from PowerSchool)
- *Enter (from the dropdown list) the students' selections of Clusters (8th grade) and/or Majors (10th grade)
- *Enter the students' selections of Career Goals and Postsecondary Plans
- *Enter the courses the students plan to take during high school, if directed by the district
- *Enter the students' Career Exploration and Planning Interests
- *Enter (from the dropdown list) the means by which parents/parental designees participated in the conference. See the message below.
- *Download a copy of the IGP and get the appropriate signatures (counselor, parent, and student) or use the e-signature option in the IGP Success Planner

****May be completed by a counselor or career specialist before or during the IGP Conference***

The EEDA legislative requirement is that 100% of students have an individual conference with at least one parent or official parental designee in attendance. At least 80% of the conferences must be held face-to-face and the remaining 20% may be held utilizing other forms of technology to include participation via telephone, an online meeting (examples: GoTo meeting, Webex, Elluminate), email, video conferencing (such as Skype or other acceptable means).