

**ICAP Indicators Worksheet 2011**

	ICAP Items per SBE Rules	Milestones for ICAP Progress	Connection to PWR Definition
<b>Career Exploration</b>	A written postsecondary and workforce goal for the student.	<b>9th Grade:</b> Documentation of a written PWR goal based on career cluster inventory and interest survey, developed by the student and his/her family, in collaboration with the school staff. <b>10th through 12th Grade:</b> Documentation that student has reviewed and revised their PWR goal based on a career cluster, a interest survey and education and/or work experiences.	Personal responsibility; Work ethic; Find and use information and technology; Communication
	Yearly benchmarks for reaching that goal.	<b>9th Grade:</b> Documentation that student has created action steps for reaching their PWR goal with guidance from a qualified advisor. <b>10th and 11th Grade:</b> Documentation that student has reviewed and updated benchmarks for reaching that goal. Documentation that student is on track to reach their PWR goal. <b>12th Grade:</b> Documentation that student is on track to reach their PWR goal and has created a transition plan for entry into postsecondary education and/or workforce.	Personal responsibility; Work ethic; Collaboration
	Career exploratory surveys that the student completes.	<b>9th Grade:</b> Record that student has completed at least one career exploratory, skills or interest(s) survey to inform the development of student's PWR goal. <b>10th Grade:</b> Record that student has completed at least one career exploratory or interest(s) survey and reviewed PWR goal to update, if necessary. <b>11th Grade and 12th Grade:</b> Student has reviewed career exploratory or interest(s) survey and reviewed PWR goal to update, if necessary.	Find and use information and technology; Critical Thinking and Problem Solving; Personal responsibility; Work ethic; Collaboration
	Anticipated postsecondary studies.	<b>9th Grade:</b> Documentation that student has explored and identified anticipated postsecondary studies that align with their PWR goal. <b>10th Grade:</b> Record that student has reviewed and identified anticipated postsecondary studies and/or career training that align with their PWR goal. <b>11th through 12th Grade:</b> Record that student has reviewed anticipated postsecondary studies from prior years and update as necessary.	Critical Thinking and Problem Solving; Personal responsibility; Work ethic; Collaboration
	The student's plans for and experiences in Contextual and Service Learning, if applicable.  Contextual and Service Learning defined as activities performed by the student that establish connections between school-based instruction and the world of work, careers, and learning that occurs beyond the school itself.	<b>9th Grade:</b> Documentation that student has identified and explored relevant and contextual learning and service learning opportunities. <b>10th through 12th Grade:</b> Documentation that student has participated in an internship, summer job, part-time work or school activity based on their PWR goal.  Documentation of students continued and deepened involvement in contextual and service learning activities, strategically based on PWR goals.	Personal responsibility; Work ethic; Collaboration

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Academic Progress	<p>The student's academic progress including the courses taken, and remediation or credit recovery and any concurrent enrollment credits earned.</p> <p>The student's progress in visual arts and performing arts courses.</p>	<p><b>9th through 12th Grade:</b> Record of academic progress as detailed on student transcript and other official learning plans documenting student academic progress (e.g. IEP's, ELP's, etc.)</p>	<p>Personal responsibility; work ethic; Collaboration</p>
	Relevant assessment scores.	<p><b>9th Grade:</b> Documentation of student state assessment results. Documentation of other student assessment results that are relevant to the student's PWR goals may include: Accuplacer, Explore, MAPS, district summative assessments, etc.</p>	<p>Personal responsibility; work ethic; Collaboration; Critical Thinking and Problem Solving</p>
		<p><b>10th Grade:</b> Documentation of state assessment results. Documentation of other student assessment results that are relevant to the student's PWR goals may which may include: district summative assessment, PSAT, Accuplacer, Plan, ASVAB, relevant industry-based assessments or exams, etc.</p>	
		<p><b>11th Grade:</b> Documentation of state assessment results. Documentation of other assessments which may include: AP, ACT, SAT, Accuplacer, ASVAB, relevant industry based assessments or exams (which may include Work Keys and CTE assessments), etc.</p>	
	<p><b>12th Grade:</b> Documentation of assessments which may include: AP, IB, ACT, SAT, Accuplacer, ASVAB, and relevant industry based assessments or exams, or exams (which may include Work Keys and CTE assessments), etc.</p>		
An intentional sequence of courses reflecting progress toward accomplishment of the student's postsecondary and workforce objectives.	<p><b>9th Grade:</b> Evidence that student and his/her family understands the school's high school graduation requirements and uses this information to develop their academic plan.  Documentation that the academic plan is in the ICAP. Student has developed an academic plan complete with course selection and sequence (4 years) based on high school graduation requirements and PWR goal.</p>	<p>Personal responsibility; work ethic; Collaboration</p>	
	<p><b>10th through 12th Grade:</b> Documentation that student has reviewed their academic plan and revised if needed to meet high school graduation requirements and PWR goal.</p>		
The student's postsecondary studies as the student progresses through high school.	<p><b>9th through 12th Grade:</b> Record of postsecondary studies as detailed on student high school transcript and postsecondary transcript.</p>	<p>Personal responsibility; work ethic; Collaboration</p>	

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<p>A record of the student's college applications or alternative applications as they are prepared and submitted.</p>	<p><b>9th Grade:</b> Evidence that student understands secondary and postsecondary academic implications of their career goals and has discussed the timeline of requirements for postsecondary options with a qualified advisor and his/her family.</p> <p>Documentation that student understands the components of a resume.</p>	<p>Find and use information and technology; Personal responsibility; Work ethic; Communication</p> <p>Communication; Work ethic; Find and use information and technology; Personal responsibility; Critical Thinking and Problem Solving</p>
	<p><b>10th Grade:</b> Evidence that student has completed a postsecondary search and has identified types of postsecondary options that will allow student to pursue their career goal.</p> <p>Documentation that student understands the timeline and entrance requirements for postsecondary options (including colleges, apprenticeships, agencies, workforce centers, military) and has discussed this information with a qualified advisor.</p> <p>Documentation that student has completed a first draft of a resume.</p>	
	<p><b>11th Grade:</b> Evidence that student has explored possible college majors that align with PWR goal.</p> <p>Documentation that student has identified three postsecondary educational and/or workforce training opportunities that align with PWR goal.</p> <p>Documentation that student has drafted college admissions/personal statement essay.</p> <p>Documentation that student has requested letters of recommendations.</p> <p>Documentation that student understands the timeline, entrance requirements and procedures for applying to postsecondary and/or workforce options with a qualified advisor.</p> <p>Documentation that student has reviewed and revised their resume as needed.</p>	
	<p><b>12th Grade:</b> Documentation that student has submitted one college application or alternative application (e.g. DVR, Job Corps).</p> <p>Documentation that student has reviewed and revised their resume as needed.</p> <p>Evidence that student is aware of the recommended entrance and orientation activities of selected postsecondary option. (e.g. attended new employee orientation and reviewed the employee handbook)</p>	
<p>The student's progress toward securing scholarships, work-study, student loans and grants.</p>	<p><b>9th Grade:</b> Record that student has completed the Free Application for Federal Student Aid (FAFSA) 4-caster, reviewed the results with his/her family and applied to their postsecondary financial plan.</p> <p>Record the student and family understands the process and timeline to receive financial aid and the College Opportunity Fund (COF) stipend.</p>	

Postsecondary Planning

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	<p><b>10th Grade:</b>            Demonstrate understanding of possible scholarship criteria and requirements.</p> <p>Evidence that student has identified possible financial aid resources and tools based on their PWR goals and postsecondary financial plan.</p> <p><b>11th Grade:</b>            Documentation that student is prepared to complete scholarship application process.</p> <p>Documentation that student has identified financial aid opportunities at institutions of interest.</p> <p>Evidence that student understands process for obtaining financial aid.</p> <p>Documentation that student has revisited FAFSA 4-Caster results and updated financial plan.</p> <hr/> <p><b>12th Grade:</b>            Documentation that student completes application for 3 scholarships (at least one local scholarship) that are relevant to their PWR goal.</p> <p>Record that student and his/her family has completed required financial aid application(s) including the FAFSA with parent or guardian.</p> <p>Documentation that student understands and can evaluate a financial aid award letter.</p> <p>Documentation that student understands requirements to maintain financial aid eligibility.</p>	

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	ICAP Items per SBE Rules	Milestones for ICAP Progress	Connection to PWR Definition
<p align="center"><b>Financial Literacy</b></p>	<p>Other data reflecting student progress toward postsecondary and workforce readiness, including the student's understanding of the financial impact of postsecondary education.</p>	<p><b>9th Grade:</b> Documentation that student is working toward successfully mastering the Personal Financial Literacy knowledge and skills as articulated in the Colorado Academic Standards.</p> <p>Evidence that student understands the need for financial planning as it relates to their PWR goal.</p>	<p>Find and use information and technology; Personal responsibility; Critical Thinking and Problem Solving</p>
		<p><b>10th Grade:</b> Documentation that student is working toward successfully mastering the Personal Financial Literacy knowledge and skills as articulated in the Colorado Academic Standards.</p> <p>Documentation that student understands the need for financial planning as it relates to their PWR goal.</p>	
		<p><b>11th Grade:</b> Documentation that student is working toward successfully mastering the Personal Financial Literacy knowledge and skills as articulated in the Colorado Academic Standards.</p> <p>Documentation that student identifies and evaluates cost/benefit potential of different postsecondary options.</p> <p>Evidence that student understands the need for financial planning as it relates to their PWR goal and earning potential.</p>	
		<p><b>12th Grade:</b> Documentation that student understands the benefits of a relationship with a financial institution.</p> <p>Evidence that student has updated financial goals that lead to a postsecondary financial plan.</p> <p>Documentation that student identifies loan types for postsecondary education and repayment responsibilities.</p>	

## ICAP Grade Level Milestones

Colorado Department of Education – August 2011

### 9th Grade:

1. Documentation of a written PWR goal based on career cluster inventory and interest survey, developed by the student and his/her family, in collaboration with the school staff.
2. Documentation that student has created action steps for reaching their PWR goal with guidance from a qualified advisor.
3. Record that student has completed at least one career exploratory or interest(s) survey to inform the development of student's PWR goal.
4. Documentation that student has explored and identified anticipated postsecondary studies that align with their PWR goal.
5. Documentation that student has identified and explored relevant and contextual learning and service learning opportunities.
6. Record of academic progress as detailed on student transcript and other official learning plans documenting student academic progress (e.g. IEP's, ELP's, etc.)
7. Documentation of student state assessment results. Documentation of other student assessment results that are relevant to the student's PWR goals may include:
  - Accuplacer, Explore, MAPS, district summative assessments, etc.
8. Evidence that student and his/her family understands the school's high school graduation requirements and uses this information to develop their academic plan.
9. Documentation that the academic plan is in the ICAP. Student has developed an academic plan complete with course selection and sequence (4 years) based on high school graduation requirements and PWR goal.
10. Record of postsecondary studies as detailed on student high school transcript and postsecondary transcript.
11. Evidence that student understands secondary and postsecondary academic implications of their career goals and has discussed the timeline of requirements for postsecondary options with a qualified advisor and his/her family.
12. Documentation that student understands the components of a resume.
13. Record that student has completed the Free Application for Federal Student Aid (FAFSA) 4-caster, reviewed the results with his/her family and applied to their postsecondary financial plan.
14. Record the student understands the process and timeline to receive financial aid and the College Opportunity Fund (COF) stipend.

15. Documentation that student is working toward successfully mastering the Personal Financial Literacy knowledge and skills as articulated in the Colorado Academic Standards.
16. Evidence that student understands the need for financial planning as it relates to their PWR goal.

### **10<sup>th</sup> Grade:**

1. Documentation that student has reviewed and revised their PWR goal based on a career cluster, a interest survey and education and/or work experiences.
2. Documentation that student has reviewed and updated benchmarks for reaching that goal. Documentation that student is on track to reach their PWR goal.
3. Record that student has completed at least one career exploratory or interest(s) survey and reviewed PWR goal to update, if necessary.
4. Record that student has reviewed and identified anticipated postsecondary studies and/or career training that align with their PWR goal.
5. Documentation that student has participated in an internship, summer job, part-time work or school activity based on their PWR goal.
6. Documentation of students continued and deepened involvement in contextual and service learning activities, strategically based on PWR goals.
7. Record of academic progress as detailed on student transcript and other official learning plans documenting student academic progress (e.g. IEP's, ELP's, etc.)
8. Documentation of state assessment results. Documentation of other student assessment results that are relevant to the student's PWR goals may which may include:
  - District summative assessment, PSAT, Accuplacer, Plan, ASVAB, relevant industry-based assessments or exams, etc.
9. Documentation that student has reviewed their academic plan and revised if needed to meet high school graduation requirements and PWR goal.
10. Record of postsecondary studies as detailed on student high school transcript and postsecondary transcript.
11. Evidence that student has completed a postsecondary search and has identified types of postsecondary options that will allow student to pursue their career goal.
12. Documentation that student understands the timeline and entrance requirements for postsecondary options (including colleges, apprenticeships, agencies, workforce centers, military) and has discussed this information with a qualified advisor.
13. Documentation that student has completed a first draft of a resume.
14. Demonstrate understanding of possible scholarship criteria and requirements.

15. Evidence that student has identified possible financial aid resources and tools based on their PWR goals and postsecondary financial plan.
16. Documentation that student is working toward successfully mastering the Personal Financial Literacy knowledge and skills as articulated in the Colorado Academic Standards.
17. Documentation that student understands the need for financial planning as it relates to their PWR goal.

### **11<sup>th</sup> Grade:**

1. Documentation that student has reviewed and revised their PWR goal based on a career cluster, a interest survey and education and/or work experiences.
2. Documentation that student has reviewed and updated benchmarks for reaching that goal. Documentation that student is on track to reach their PWR goal.
3. Student has reviewed career exploratory or interest(s) survey and reviewed PWR goal to update, if necessary.
4. Record that student has reviewed anticipated postsecondary studies from prior years and update as necessary.
5. Documentation that student has participated in an internship, summer job, part-time work or school activity based on their PWR goal.
6. Documentation of students continued and deepened involvement in contextual and service learning activities, strategically based on PWR goals.
7. Record of academic progress as detailed on student transcript and other official learning plans documenting student academic progress (e.g. IEP's, ELP's, etc.)
8. Documentation of state assessment results.
9. Documentation of other assessments which may include:
  - AP, ACT, SAT, Accuplacer, ASVAB, relevant industry based assessments or exams (which may include Work Keys and CTE assessments), etc.
10. Documentation that student has reviewed their academic plan and revised if needed to meet high school graduation requirements and PWR goal.
11. Record of postsecondary studies as detailed on student high school transcript and postsecondary transcript.
12. Evidence that student has explored possible college majors that align with PWR goal.
13. Documentation that student has identified three postsecondary educational and/or workforce training opportunities that align with PWR goal.

14. Documentation that student has drafted college admissions/personal statement essay.
15. Documentation that student has requested letters of recommendations.
16. Documentation that student understands the timeline, entrance requirements and procedures for applying to postsecondary and/or workforce options with a qualified advisor.
17. Documentation that student has reviewed and revised their resume as needed.
18. Documentation that student is prepared to complete scholarship application process.
19. Documentation that student has identified financial aid opportunities at institutions of interest.
20. Evidence that student understands process for obtaining financial aid.
21. Documentation that student has revisited FAFSA 4-Caster results and updated financial plan.
22. Documentation that student is working toward successfully mastering the Personal Financial Literacy knowledge and skills as articulated in the Colorado Academic Standards.
23. Documentation that student identifies and evaluates cost/benefit potential of different postsecondary options.
24. Evidence that student understands the need for financial planning as it relates to their PWR goal and earning potential.

### **12<sup>th</sup> Grade:**

1. Documentation that student has reviewed and revised their PWR goal based on a career cluster, a interest survey and education and/or work experiences.
2. Documentation that student is on track to reach their PWR goal and has created a transition plan for entry into postsecondary education and/or workforce.
3. Student has reviewed career exploratory or interest(s) survey and reviewed PWR goal to update, if necessary.
4. Record that student has reviewed anticipated postsecondary studies from prior years and update as necessary.
5. Documentation that student has participated in an internship, summer job, part-time work or school activity based on their PWR goal.
6. Documentation of students continued and deepened involvement in contextual and service learning activities, strategically based on PWR goals.
7. Record of academic progress as detailed on student transcript and other official learning plans documenting student academic progress (e.g. IEP's, ELP's, etc.)
8. Documentation of assessments which may include:
  - AP, IB, ACT, SAT, Accuplacer, ASVAB, and relevant industry based assessments or exams, or exams (which may include Work Keys and CTE assessments), etc.

9. Documentation that student has reviewed their academic plan and revised if needed to meet high school graduation requirements and PWR goal.
10. Record of postsecondary studies as detailed on student high school transcript and postsecondary transcript.
11. Documentation that student has submitted one college application or alternative application (e.g. Division of Vocational Rehabilitation, Job Corps) .
12. Documentation that student has reviewed and revised their resume as needed.
13. Evidence that student is aware of the recommended entrance and orientation activities of selected postsecondary option. (e.g. attended new employee orientation and reviewed the employee handbook)
14. Documentation that student completes application for 3 scholarships (at least one local scholarship) that are relevant to their PWR goal.
15. Record that student has completed required financial aid application(s) including the FAFSA with parent or guardian.
16. Documentation that student understands and can evaluate a financial aid award letter.
17. Documentation that student understands requirements to maintain financial aid eligibility.
18. Documentation that student understands the benefits of a relationship with a financial institution.
19. Evidence that student has updated financial goals that lead to a postsecondary financial plan.
20. Documentation that student identifies loan types for postsecondary education and repayment responsibilities.