

MyCAP (My Career and Academic Plan, Revised) Post-Secondary Planning Guidelines

Grade 8	Recommended Timeline	Required	Recommended	Resources	Documentation
	Fall	Students Explore Careers and Interests		CollegeinColorado.org: Career Finder Quick Quiz How to Create a College in Colorado Account	PAAK code
	Spring	Students Plan for High School Success		Graduation Requirements and Transcript Lessons: Introduction to High School: Day 2—“High School: So what’s the difference?” Understanding Your Academic Record with High School Four-Year Plan Tool GPA: Why Should I Care? with students’ completed High School Four-Year Plan Tools Introduction to Transcripts	Post-test data
		Students Explore and Participate in Pre-Collegiate Programs			Evidence
			Students Explore Individual Skills and Talents	CollegeinColorado.org: Interest Profiler	PAAK code
			Students Connect School and Work		

* Recommendation: Lessons should be done in advisement, grade-level seminars, etc.

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Grade 9	Recommended Timeline	Required	Recommended	Resources	Documentation
	Fall	Students Identify Career Clusters and Post-Secondary Plans		CollegeinColorado.org: Cluster Finder Activity Lesson: Identifying Career Clusters with Career Cluster Finder Handout and Career Cluster Presentation	PAAK code
		Students Register for Early Achiever's Scholarship and College Opportunity Fund (COF)		CollegeinColorado.org	Database of students who submitted applications
		Students Develop Post-Secondary/ Six-Year Plans (including two years post-secondary)		Lesson: Six-Year Plan with Six-Year Plan Handout , Career and Post-Secondary Research Handout , and Blank Plan of Study	Post-test data; copies of students' six-year plans
		Students Understand College Entrance Requirements (including leadership, community service, etc.)		Lesson: Understanding Admission Requirements: The Admissions Game	Post-test data
	Fall	Students Understand Transcript and Graduation Requirements		Graduation Requirements and Transcript Lessons: Understanding Your Academic Record with High School Four-Year Plan Tool GPA: Why Should I Care? with students' completed High School Four-Year Plan Tools Introduction to Transcripts	Post-test data
			Students Attend College Fair		Database of students attending College Fair; post-test data
			Students Listen to College Speakers		Database of students listening to college speakers; post-test data
			Students Visit Colleges		Database of students visiting colleges; post-test data
			Students Explore Careers and/or Attend Career Fair	CollegeinColorado.org: Career Exploration (save to portfolio)	PAAK code
		Students Get Information and Register for College Prep Programs		Evidence	

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Grade 10	Recommended Timeline	Required	Recommended	Resources	Documentation
		Students Review Post-Secondary Plans and Match Career and Educational Objectives		Lesson: Linking Careers to Educational Plans and/or Individual Student Conferences	Post-test data; copies of students' six year plans
	Fall	Students Check Their Credits		Lesson and/or Individual Student Conferences	Post-test data; evidence of student conferences
		Students Understand College Entrance Requirements (including leadership, community service, etc.)		Lessons: Understanding Admission Requirements: The Admissions Game Understanding College Entrance Requirements with Where Should I Go to College? Handout	Post-test data
		Students Understand Transcript and Graduation Requirements		Graduation Requirements and Transcript Lessons: Understanding Your Academic Record with High School Four-Year Plan Tool GPA: Why Should I Care? with students' completed High School Four-Year Plan Tools Introduction to Transcripts	Post-test data
			Students Take PLAN/PSAT		Database of students signing up for and taking PLAN/PSAT
			Students Attend College Fair		Database of students attending College Fair
			Students Visit Colleges		Database of students visiting colleges; post-test data
			Students Listen to College Speakers		Database of students listening to college speakers; post-test data
			Students Attend Career Fair and Explore Careers	CollegeinColorado.org: Career Exploration (save to portfolio)	PAAK code; database of students attending Career Fair; post-test data
		Students Register for College Prep Programs		Evidence	
		Students Explore Worker Traits	Lesson	Post-test data	
		Students Take ASVAB (ideal year)		Database of students signing up for and taking ASVAB	

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Grade 11	Recommended Timeline	Required	Recommended	Resources	Documentation
		Students Update Post-Secondary Plans		Lesson: Time Line for College Application Process and/or Individual Student Conferences	Post-test data; copies of students' six-year plans
	Fall	Students Check Credits and Review Transcripts		Lesson: Graduation Requirement Review and Credit Check with Graduation Requirements Review Handout and/or Individual Student Conferences	Post-test data; evidence of student conferences
		Students Explore Post-Secondary Options		College Fairs, Visits, Speakers, CollegeInColorado.org: College Exploration (save to portfolio)	Database and post-test data; PAAK code
		Students Draft College Essays/ Personal Statements		Lesson and/or Individual Student Conferences	Student essays/personal statements
	April	Students Take ACT		Lesson	Post-test data
		Students Understand College Entrance Requirements (including leadership, community service, etc.)		Lessons: Understanding Admission Requirements: The Admissions Game Understanding College Entrance Requirements with Where Should I Go to College? Handout	Post-test data
		Students Understand Transcript and Graduation Requirements		Graduation Requirements and Transcript Lessons: Understanding Your Academic Record with High School Four-Year Plan Tool GPA: Why Should I Care? with students' completed High School Four-Year Plan Tools Introduction to Transcripts	Post-test data
			Students Understand Financial Aspects of Post-Secondary Education	Lesson	Post-test data
			Students Request Recommendation Letters	Lesson	Post-test data; letters received
		Students Write Resumes (draft or format)	Lesson	Post-test data; student resumes	

* Recommendation: Lessons should be done in advisement, grade-level seminars, etc.

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np	Recommended Timeline	Required	Recommended	Resources	Documentation
			Students Visit Colleges		Database of students visiting colleges; post-test data
			Students Listen to College Speakers		Database of students listening to college speakers; post-test data
			Students Register for Summer College Prep Programs		Evidence
			Students Explore and Apply for Scholarships	Lesson	Post-test data; database of students applying to and receiving scholarships
			Students Know Application Process	Lesson	Post-test data
			Students Take ASVAB		Database of students signing up for and taking ASVAB
			Students Take ACT+ Writing/ SAT II Subject Tests		Database of students signing up for and taking ACT+/SAT II
			Students Take Accuplacer/Tab		Database of students signing up for and taking Accuplacer/Tab

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Grade 12	Recommended Timeline	Required	Recommended	Resources	Documentation
	August	Students Check Credits and Review Senior Contracts		Individual Student Conferences	Senior Contracts
	Fall	Students Review and Complete College/Post-Secondary Applications (at least one, three preferred)		Lesson and/or Individual Student Conferences	Post-test data; database of students applying to post-secondary institutions
	Fall	Students Update Post-Secondary Plans		Lesson and/or Individual Student Conferences	Post-test data; copies of students' six-year plans
	Fall	Students Understand College Entrance Requirements (including leadership, community service, etc.)		Lessons: Understanding a College Catalog and Degree Requirements with Understanding a College Catalog and Degree Requirements Handout Understanding Admission Requirements: The Admissions Game Understanding College Entrance Requirements with Where Should I Go to College? Handout	Post-test data
	Fall	Students Understand Transcript and Graduation Requirements		Graduation Requirements and Transcript Lessons: GPA: Why Should I Care? with students' completed High School Four-Year Plan Tools Understanding Your Academic Record with High School Four-Year Plan Tool Introduction to Transcripts and/or Individual Student Conferences	Post-test data; senior contracts
		Students Search for Scholarships	Students Apply for Scholarships (at least one, more than three recommended)	CollegeInColorado.org: Scholarship Finder (save to portfolio)	PAAK code

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ad e	Recommended Timeline	Required	Recommended	Resources	Documentation
	Fall	Students Understand Financial Aspects of Post-Secondary Education		Lesson: Scholarships and Financial Aid ; FAFSA (February)	Post-test data; database of students
			Students Know Application Process	Lesson	Post-test data
			Students Write Personal Statements	Lesson and/or Individual Student Conferences	Post-test data; students' personal statements
	Fall		Students Write College Essay Final Drafts	Individual Student Conferences	Students' essays
			Students Receive Recommendation Letters	Individual Student Conferences	Database of recommendation letters received
			Students Write Resumes and/or Personal Profiles	Lesson and/or Individual Student Conferences	Post-test data; student resumes
			Students Take Accuplacer/Tab		Database of students signing up for and taking Accuplacer/Tab
			Students Take ASVAB		Database of students signing up for and taking ASVAB
			Students Take ACT + Writing/ SAT Subject Tests		Database of students signing up for and taking ACT+/SAT
			Students Take ASVAB		Database of students signing up for and taking ASVAB
			Students Take ACT+ Writing/ SAT II Subject Tests		Database of students signing up for and taking ACT+/SAT II
			Students Take Accuplacer/Tab		Database of students signing up for and taking Accuplacer/Tab

* Recommendation: Lessons should be done in advisement, grade-level seminars, etc.