Colorado Graduation Guidelines Promising Practice

District	Mapleton 1
School	
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Title of artifact	ICAP Checklist - Mapleton
Type of practice	Implementation tools

Brief description of artifact

This checklist lists ICAP tasks by month. Those required for graduation are highlighted. Those regarding college readiness, career preparation and exploration, and high school/academic planning are identified.

Brief description of the process resulting in the artifact

All of Mapleton's IKF documents are part of the Mapleton Superintendent Policy. Each school applies their model to Capstone experiences.

Types of practices in the CDE Graduation Guidelines Promising Practices collection:

1. Communications, such as announcements to school community and business community
2. Implementation process plans, such as strategic plans and timelines
3. Implementation tools connected to local graduation requirements, for instance:
   - Testing implementation (ACT, AP, ASVAB, CMAS, IB, PARCC, SAT), such as classes and retreats, administration procedures and agreements
   - Capstone implementation, such as instructions and samples
   - Concurrent Enrollment implementation, such as classes and agreements
   - Career/academic assessment implementation (e.g., ACCUPLACER, COMPASS, Work Keys), such as administration procedures and agreements
   - Industry Certificates implementation, such as samples
4. Local graduation requirements aligned with state guidelines, such as board policies
5. Regarding students with exceptionalities
6. Other: _____

Exhibit: Graduation Requirements

ICAP Checklist

The individual career and academic planning portfolio (ICAP) is a compilation of academic goal setting, career planning, and college research that demonstrates that a student is post-secondary and workforce ready.

Timeline	Grade 12 ICAP Tasks
	☐ Post-Secondary/Workforce Readiness goal with benchmarks [CPE/CR/HS]
August	☐ Senior meeting with graduation plan and credit check with parent
September	☐ College Opportunity Fund Lesson [CR]
October	☐ College List ☐ Resume ☐ Personal Statement ☐ Letter of Recommendation
November	☐ ICAP review and PWR goal review with parents at conferences
December	☐ College applications submitted (at least one)
January	☐ Financial aid application
February	☐ Interviewing lesson [CPE/CR] ☐ Mock Interviews [CPE/CR]
March	☐ Community Service Requirement Met
April	☐ ACT/SAT/Accuplacer Reflection ☐ Independent Research Project
May	☐ Portfolio documents verified: ☐ Action plan ☐ Personal statement ☐ Letter of recommendation ☐ Scholarships ☐ Job Shadow/Internship/Career Exploration ☐ College visits, college fairs, rep visit ☐ College List ☐ Resume ☐ Transcript and credit sheet with reflection (ACT scores on transcript) ☐ ICAP Review ☐ Capstone Presentation ☐ Senior Exit Plan

*All components of the ICAP are required by state law.
Highlighted components are required for graduation.

CR = College Readiness
CPE = Career Preparation and Exploration
HS = High School/Academic Planning