TUSD
ECAP
Implementation Plan

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ECAPs General Information

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12 (R7-2-302.05).

Philosophy:	We as educators believe that integrating an Education and Career Action Plan (ECAP) process into all facets of the school experience enables students to be lifelong learners and problem-solvers, developing and applying 21st century skills to their life experiences, as students, as workers, as consumers, and as responsible citizens. With the ability to identify skills and interests and to apply that knowledge to create their own ECAP, our students will have developed needed skills to advance in a more fluid, seamless transition, meeting 21st Century technologies and work place postsecondary requirements.
Definition	An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.

MIDDLE SCHOOL

TUSD 8th grade students will begin their ECAP with using AZCIS Junior (middle school version of the Arizona Career Information System website). Students will start to input their plan of coursework, career aspirations, and extended learning opportunities. This is an important step in the transition to high school by helping students plan towards a successful completion of secondary education.

HIGH SCHOOL

TUSD 9-12th grade students will update their ECAP yearly so that when they graduate from 12th grade they will have a completed academic and career plan. Students will transfer over their middle school AZCIS Junior account into the high school version.

PARENTS

A vital piece to the ECAP process is the parent notification. Parents are to be notified about their students ECAP and can even create a "viewing" account of their students' portfolios in AZCIS.

Every school will designate an AZCIS Site Coordinator

Duties include:
- ➢ Control reports and data maintenance within administrative site of AZCIS
- ➢ Help teachers, counselors, and staff navigate website
- ➢ Train site users on AZCIS programs, resources, and student portfolios
- ➢ Manage student portfolios
  - ▪ Merge duplicate portfolios
  - ▪ Delete old portfolios
  - ▪ Print data from student portfolios when needed
- ➢ Manage/upload Courses in the course planner editor

District-wide student login procedures

Every TUSD student will create an account using this login protocol.
- Students: login = matric # (ex. 010101010)
  password = birthday of student (ex. January011994)
- Parents: login = child's first name.last name (ex. john.doe)
  password = birthday of student (ex. January011994)

Protocol to change student logins and passwords:

- AZCIS Site Coordinator will need to change student login and/or passwords in the administrative tools area, under Portfolios.
- Students that do not have the correct login and/or password, as stated above will need to change it through the Site Coordinator.

Protocol to create ECAPs for a student new to the school

- When new students enter a school the front office will notify the AZCIS site coordinator. The site coordinator will meet with the student to merge an existing ECAP or create one on AZCIS.

* The following activities listed on page 4 and 5 meet the ECAP Attributes determined by the Arizona Department of Education.
* The grade in which each component should be completed is a suggestion only: students new to our district or particular school may not complete each attribute in the grade designated.
* SPED students complete the _____ through the designated IEP process and case manager.

Middle School ECAP Implementation

WHEN	Required Activities	Extension Activities
By the end of a students' 8th grade year they will have completed the items in the checklist column. Extensions are beyond the required items needed for their initial ECAP.	**Staff Training in ECAP and AZCIS**	
	"Where am I going?" – <u>Career Clusters</u> Link • Career Cluster Inventory o Record your favorite cluster under the <u>My Favorite Cluster Link</u>	• What's my cluster? • Career Cluster Mobile • My Accomplishments
	"Where am I going?" – <u>Occupations</u> Link • Occupations Scavenger Hunt o Save document under their ECAP – <u>My Files & Links</u>	• If I became… • Bobilator
	"Where am I going?" – <u>My Career Plan</u> Link • <u>My Career Action Plan</u> Link – complete the questions o Use Occupations Index – Overview of Career Clusters to complete My Career Plan	
	"How do I get there?" – High School Graduation Requirements • Use TUSD grad requirements not the AZ State requirements	• Words for high school • College Admission Requirements • Activities
Throughout the school year	**Parent Notifications** • Parent will be made aware of what an ECAP is and what their students are completing while in middle school	

All Extension activities are found in AZCIS under the particular area that the checklist activity is found. For example, the "Bobilator" activity is found under the "Where am I going?" Tab within the <u>Occupations</u> Link.

High School ECAP Implementation
Every Year in Every Grade – students will complete an activity within at least one category

AZCIS Component	Implementation:
MY COURSE PLAN (school courses taken or plan to take) • Plan and update middle and high school courses	• Use AZCIS tools to decide on and record goals
MY CAREER PLAN (post-secondary plan) • Write and record a post-high school career and educational goal	• Use AZCIS tools to decide on and record goals
• Investigate post-secondary options including training, college, scholarships, financial aid, military, etc.	• Use AZCIS tools to decide on and record goals
MY ASSESSMENTS • Complete an online resume • Complete an academic, career, or personal assessment to better understand self.	• Update and print AZCIS resume • Print or save a copy in AZCIS portfolio
PARENT REVIEW • Parent view and/or signature on student's plan	• Parents receive log in information at parent conference night or in the mail

Completed by the end of…	Required Activities	Extension Activity
September	**Staff Training in ECAP and AZCIS**	• Work with teachers individually per request
Freshman year	• Begin <u>My Course Plan</u> (graduation plan) • Review high school grad requirements & success tips • *Create a parent account* • PSAT 8/9 test (not an AZCIS activity)	• Record academic achievements & extra curricular activities • Begin financial plan for post-secondary goals
Sophomore year	• Update <u>My Course Plan</u> (graduation plan) • Write a career goal and education requirements needed • *Interest Profiler and Reality Check* • PSAT/NMSQT test (not an AZCIS activity)	• Compare two occupations from *Interest Profiler* results
Junior year	• Update <u>My Course Plan</u> (graduation plan) • *School Sort* • *Complete a Resume (focus on extracurricular activities and achievements)* • PSAT/NMSQT and ACT tests (not an AZCIS activity)	• Compare two to five colleges from the *School Sort* results • Attend any college/career fairs at your school • Take ASVAB test at your school
Senior year	• Update <u>My Course Plan</u> (graduation plan) • *Financial Aid Sort (for scholarships)* • Create a financial plan for post-secondary goal	• Update resume • FAFSA Presentation (not an AZCIS activity) • Conduct Reality Check again to compare from 10th grade year
Each school year, annually.	**Parent Review and Signature** • Parent will be made aware of what an ECAP is and given AZCIS parent account information so they can view their students' ECAP on AZCIS	

AzCIS for Tucson Unified School District

High School	Contact	AzCIS Student User Name	Student Pass Word
Catalina High Magnet	Jenny Miranda	catalinamhs	4azcis02
Cholla High Magnet	Lupita Cabral	chollahms	4azcis02
Palo Verde	Saydee Ruiz	pvhms	4azcis02
Project MORE High School	Stacy Flores	morehs	4azcis02
Pueblo High Magnet	Alejandro Menchaca	pueblohs	4azcis02
Rincon High Magnet	Tori Bacal	rinconhs	4azcis02
Sabino High School	Lisa Weber-Lowrie	sabinohs	4azcis02
Sahuaro High School	Lindsay Smith	sahuarohs	4azcis02
Santa Rita High School	Kimberly Wilson	santaritahs	4azcis02
Teenage Parent Program	Natasha Miller-Oseman	teenageppt	4azcis02
Tucson High School	Karla Garcia Tabitha Chetri	tucsonhms	4azcis02
University High School	Megan Brown	universityhs	4azcis02

TUSD Middle School and K8 Counselor Contacts			
Booth-Fickett K8	Carla Lynch Jeffrey Proctor	boothfms	4azcis02
Dodge MS	Tonya Haley	dodgemms	4azcis02
Doolen MS	Christa McConaughy Noriko Barnabe	doolenmsa	4azcis02
Gridley MS	Karen Seabolt	gridleyms	4azcis02
Hollinger K8	Christine Stewart	hollingerK8	4Azcis02
Lawrence K8	Zulema Stanbrook- TBA	ALawrence	4azcis02
Magee MS	Marissa Owens Claire Bernhard	mageems	4azcis02
Mansfeld MS	Todd Brown Cindy Maxwell	mansfeldms	4azcis02
Mary Meredith K12	Dai Nguyen	maryhs	4azcis02
Maxwell K8	Rebecca Hoy	maxwellms	4azcis02
McCorkle K8	Alex Campbell Sara Logan	McCorkie	4Azcis02
Pistor MS	Dan Keller Martina Leon Rodriguez	pistorms	4azcis02
Pueblo Gardens K8	Kristina Rodriguez-Loya	pueblogms	4azcis02
Roberts/Naylor	Linda Archuleta	naylorms	4azcis02
Robins K8	Chandra Thomas- TBA	RobinsK8	4Azcis02
Rose K8	Cece Alday Nicole Janzen	RoseK8	4Azcis02

Roskruge K8	Doralee Quintero Deborah Grunloh	roskrugebms	4azcis02
Safford K8	Wade Manuel	saffordmst	4azcis02
Secrist MS	Trisha Gerhard	secristms	4azcis02
Utterback MS	Rachel Reitz Heather Douglas	utterbackms	4azcis02
Vail MS	Brianna Williams	vailms	4azcis02
Valencia MS	Shawn Blair-Lohn Mary Cordova	valenciams	4azcis02

ECAP Training by Site Coordinator for Administration and Staff

Administration & ECAP/AZCIS Coordinator	How to access student records How to send messages to students How to pull reports How to do the parent review
Teachers and Counselors	How to access student records How to send messages to students Lesson plans
Registrar	How to input all courses for the course planner

State Resources:

ADE - AZCIS	Kay Schreiber	Kay.Schreiber@azed.gov	(602) 542-5353
ADE – ECAP	Maxine Daly		(602) 542-5353