

## 9<sup>th</sup> Grade ICAP Completion Checklist

- **Naviance Task Completion**

	Complete <b>"My ICAP" survey</b> questions <b>#1-4</b> in the "About Me" tab (i.e. first and last name, gender, and ethnicity)
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Q1

- Check for understanding

	I understand how to access and read my DPS transcript
	I understand DPS graduation requirements
	I know how many credits I've completed as a freshman as well as how many I need to have completed to be considered "on track to graduate"

- **Naviance Task Completion**

	Complete <b>4-Year Course Plan</b> Survey in the "About Me" tab
	Complete <b>"My ICAP" survey</b> question <b>#5</b> in the "About Me" tab (i.e. high school courses that align with career goals)

Q2

- Check for understanding

	I understand the importance of service learning and extra-curricular activities
	I understand the benchmarks for college and career readiness related to grades, attendance, test scores, college prep courses, extracurricular involvement, attitude, skills, and studying behaviors
	I understand how to set goals and action steps toward my goals

- **Naviance Task Completion**

	Complete <b>"My ICAP" survey</b> question <b>#6</b> in the "About Me" tab (i.e. high school activities of interest)
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Q3

- Check for understanding

	I understand college training options available after high school
	I understand college options available in high school
	I understand the steps I can take now to begin planning and saving for college

- **Naviance Task Completion**

	Complete <b>"My ICAP" survey</b> question <b>#7</b> in the "About Me" tab (i.e. CE, College First, or AP opportunities of interest)
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Q4

- Check for understanding

	I understand my top personality/interests and how this relates to career interest
	I know how to research careers by interest/personality type, education, skills, salary

- **Naviance Task Completion**

	Complete <b>"Career Interest Profiler"</b> in the "About Me" tab
	Complete <b>"My ICAP" survey</b> questions <b>#8-10</b> in the "About Me" tab (i.e. Interest Profiler results, careers of interest, and postsecondary goals)

## 10<sup>th</sup> Grade ICAP Completion Checklist

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> questions #1-4 in the “About Me” tab (i.e. first and last name, gender, and ethnicity)
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Q1

- Check for understanding

	I understand how to access and read my DPS transcript
	I understand DPS graduation requirements
	I know how many credits I’ve completed, how many I need to have completed to be considered on-track to graduate, and recovery options available to get back on-track

- **Naviance Task Completion**

	Complete <b>4-Year Course Plan</b> Survey in the “About Me” tab
	Complete <b>“My ICAP” survey</b> question #11-13 in the “About Me” tab (i.e. current GPA, high school courses that align with postsecondary plans, and credit standing)

Q2

- Check for understanding

	I understand career options within my top career cluster
	I know how to research careers by cluster, job outlook, education, skills, salary, etc.

- **Naviance Task Completion**

	Complete <b>“Cluster Finder”</b> survey in the “About Me” tab
	Complete <b>“My ICAP” survey</b> question #15 & 16 in the “About Me” tab (i.e. top career cluster and related majors or areas of study)

Q3

- Check for understanding

	I understand how to use CTE “Plans of Study” to identify high school courses and extracurricular activities related to my career interests
	I understand how to use CTE “Plans of Study” to identify postsecondary program options, career options, and salary ranges available within my career area of interest, based on level of education
	I understand how to use college comparison tools to explore postsecondary options

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> question #14 & 16 in the “About Me” tab (i.e. colleges I could attend based on my current GPA and majors/programs I might be interest in)
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Q4

- Check for understanding

	I understand how to use college search tools to explore postsecondary options
	I understand college entrance requirements and the difference between open enrollment and selective college admissions
	I understand college cost, financial aid options, and DSF requirements

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> questions #17-18 in the “About Me” tab (i.e. current postsecondary goal and what you can do to improve your application)
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## 11<sup>th</sup> Grade ICAP Completion Checklist

### - Naviance Task Completion

	Complete <b>"My ICAP" survey</b> questions #1-4 in the "About Me" tab (i.e. first and last name, gender, and ethnicity)
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Q1

### - Check for understanding

	I understand how to access and review my DPS transcript
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	I understand DPS graduation requirements
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	I know how many credits I've completed as well as the credits and courses I need to have completed to be considered on-track to graduate
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### - Naviance Task Completion

	Complete <b>4-Year Course Plan</b> Survey in the "About Me" tab
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	Complete <b>"My ICAP" survey</b> questions #19-20 in the "About Me" tab (i.e. current GPA and high school courses that align with postsecondary plans)
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Q2

### - Check for understanding

	I can identify the 3 major components of college and career readiness, including my strengths and areas for improvement
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	I am aware of service learning and extracurricular opportunities available to me and understand their importance
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	I understand the key components of a resume
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### - Naviance Task Completion

	Complete and SAVE your <b>"Resume"</b> in the "About Me" tab
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	Complete <b>"My ICAP" survey</b> question #21 in the "About Me" tab (i.e. ways to improve your resume)
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Q3

### - Check for understanding

	I understand the importance of persistence and problem-solving in overcome barriers
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	I know how to access ACT prep materials (e.g. Princeton Review) and understand the scores I need or steps I can take to be "college-ready," <i>without need for remediation</i>
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	I understand the key components of a good Personal Statement and/or College Essay
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### - Naviance Task Completion

	Complete <b>"DPS draft of Personal Statement/Essay"</b> survey in the "About Me" tab
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	Complete <b>"My ICAP" survey</b> questions #22-23 in the "About Me" tab (i.e. Personal Statement information and ways my counselor could help in overcoming PS obstacles)
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Q4

### - Check for understanding

	I understand how to research college admissions requirements
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	I can identify the most important factors considered in college admissions
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	I understand financial aid options available to me, including how to access scholarships
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### - Naviance Task Completion

	Complete <b>"My ICAP" survey</b> questions #24-25 in the "About Me" tab (i.e. resources for finding scholarships and current postsecondary goal)
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## 12<sup>th</sup> Grade ICAP Completion Checklist

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> questions #1-4 in the “About Me” tab (i.e. first and last name, gender, and ethnicity)
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Q1

- Check for understanding

	I know how many credits I’ve completed, how many I still need to complete, and the specific courses and/or recovery options I need to take to graduate on time
	I know my ACT and Accuplacer scores and understand the steps I need to take to be considered “college-ready,” <i>without need for remediation</i>
	I understand how to budget and have a realistic understanding of the cost of living as well as salary potential based on career interest and postsecondary goals

- **Naviance Task Completion**

	Complete <b>4-Year Course Plan Survey</b> in the “About Me” tab
	Complete <b>“My ICAP” survey</b> question #26-30 in the “About Me” tab (i.e. GPA, steps to graduate on-time, ACT score, ways to improve “college-ready” scores, and budgeting)

Q2

- Check for understanding

	I understand what makes up a school’s “Cost of Attendance” and how the actual cost of college varies based on individual circumstance and financial need
	I understand the importance of FAFSA for financial aid, scholarship eligibility, and college enrollment
	I know how to access the scholarship search resources and tools available to me
	I understand the college admissions timeline and how to use an admissions checklist

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> questions #31-34 in the “About Me” tab (i.e. post-secondary goal, <i>Net Price</i> college cost, scholarships explored, and FAFSA assistance)
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Q3

- Check for understanding

	I understand the major components needed for success in college and the workplace
	I know how to research majors and/or career options by employment and salary

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> question #35-36 in the “About Me” tab (i.e. colleges I could attend based on my current GPA and majors/programs I might be interest in)
	<i>(Optional)</i> If you want to attend the 12 <sup>th</sup> Grade Expo, you must <b>save and print your “Resume”</b> and complete the <b>“Career Expo Registration”</b> in the “About Me” tab

Q4

- Check for understanding

	I understand the steps I need to take to successfully transition to college
	I understand the steps I need to take to successfully transition to the workforce

- **Naviance Task Completion**

	Complete <b>“My ICAP” survey</b> questions #37 in the “About Me” tab (i.e. transition help)
	Complete <b>“DPS District Exit Survey”</b> in the “About Me” tab

