

USD #386 - Madison High School IPS Process (7th-12th grades)

Time of Year	Task	Role of Student	Role of Teachers	Role of S.S.S. & Admin
By 9/1	Add/drop users in Career Guidance System	---	---	<ul style="list-style-type: none"> Enter new students & transfer students no longer attending
By 10/15	Interest Inventories Completed	<ul style="list-style-type: none"> *Has 24 hr. access to surveys *Given time to complete in school. 	<ul style="list-style-type: none"> Check in with students during study hall to be sure it is completed. 	<ul style="list-style-type: none"> Send out usernames & passwords. Train 7th graders. Monitor Admin. side of CG system Set deadline and email reminders.
Fall Conferences	ACE: Student led conferences sharing goals, portfolio, test scores, etc.	<ul style="list-style-type: none"> *Invited to conferences *Discussion is more about future goals, and current strengths and challenges, than grades. 	<ul style="list-style-type: none"> Review student portfolios Assist in facilitating conference and materials Record notes from conferences 	<ul style="list-style-type: none"> Run off all packet materials & review with teachers Compile per student and handout to teachers Same as teachers during conference time.
By 1/15	Explore occupations & choose an area of study	<ul style="list-style-type: none"> *Has 24 hr. access to CG system *Given time to complete in school. 	<ul style="list-style-type: none"> Check in with students during study hall to be sure it is completed. Show video of how to complete task. 	<ul style="list-style-type: none"> Monitor Admin. side of CG system. Set deadline and email reminders. Meet with students individually as needed
By 1/22	Identify places to train for your career path(s)	<ul style="list-style-type: none"> *Has 24 hr. access to CG system *Given time to complete in school. 	<ul style="list-style-type: none"> Check in with students during study hall to be sure it is completed. Show video of how to complete task. 	<ul style="list-style-type: none"> Monitor Admin. side of CG system Set deadline and email reminders. Meet with students individually as needed
By 1/29	Create/update a plan for education up to 12th grade	<ul style="list-style-type: none"> *Has 24 hr. access to CG system *Given time to complete in school. 	<ul style="list-style-type: none"> Check in with students during study hall to be sure it is completed. Show video of how to complete task. 	<ul style="list-style-type: none"> Monitor Admin. side of CG system Set deadline and email reminders. Meet with students individually as needed
By 2/5	Reviewing your training options, add your plans for Years 13-16.	<ul style="list-style-type: none"> *Has 24 hr. access to CG system *Given time to complete in school. 	<ul style="list-style-type: none"> Check in with students during study hall to be sure it is completed. Show video of how to complete task. 	<ul style="list-style-type: none"> Monitor Admin. side of CG system Set deadline and email reminders. Meet with students individually as needed
Spring Conferences	ACE: Student led conferences sharing portfolio, test scores, etc.	<ul style="list-style-type: none"> *Invited to conferences *Discussion is more about future goals, and current strengths and challenges, than grades. 	<ul style="list-style-type: none"> Review student portfolios Assist in facilitating conference and materials Record notes from conferences 	<ul style="list-style-type: none"> Run off all packet materials & review with teachers Compile per student and handout to teachers Same as teachers during conference time.
By May 1	Use Education Plans to pre-enroll for next school year.	<ul style="list-style-type: none"> *Enroll in GoEduStar (or SIS) 	<ul style="list-style-type: none"> Check in with students during study hall to be sure it is completed. Show video of how to complete task. 	<ul style="list-style-type: none"> Monitor completed on the Admin. side of GoEduStar Prepare course guide & GoEduStar schedule Meet with classes Meet with students individually as needed

16-17 Changes:

*Goal setting will be added to Fall conference meetings, utilizing last year's portfolio as a starting point.

*Moving to Career Cruising (training for all stakeholders)

*Student Seminars/Advisory time added & "untouchable"

*Restructure packets and information differently for seniors