

## Student Planning Tool for the Traditional Diploma: A Guide for Students and Parents

This academic planning guide is to be used as a companion to the Academic Planning Tool. Academic planning is one component of the Individual Student Success Plan (ISP). The Academic Planning Tool is designed to assist students in successfully navigating the 6th-12th educational experience in Mississippi Public Schools. Whether a student is in elementary, middle, or high school, one key to success is early planning. Guidance for the appropriate use of the Academic Planning Tool is listed below.

Here are suggestions for students and families on how to use the academic planning guide and the academic planning map:

- Read through the MS Career Resource Guidance Document, academic planning guide, and use the Student Academic Planning Tool to help answer the questions
- Focus on one area at a time on the Student Academic Planning Tool
- Start with the current grade level
- Read a grade level ahead of where the student currently is to begin planning as the student moves forward to the next level
- Ask students questions to test their knowledge
- Discuss information that may be new or exciting
- Use the “Focus” section to help set goals
- Use the “Take Action” section to ask questions of school staff

**Student Overall Goals Activity:** Complete the following activity.

I have set the following goals for myself...

Type of Goal	List your personal goal.	When do you plan to achieve this goal?
Academic		
Personal/Social		
Career		

**Graduation:** I can earn one (or more) of the following endorsements to the Traditional Diploma in high school:

- Academic Endorsement (requires 26 credits)
- Career and Technical (CTE) Endorsement (requires 26 credits)
- Distinguished Academic Endorsement (requires 28 credits)

Additional requirements are listed on the Student Academic Planning Tool.

## All About Me:

Personal Interests	
I enjoy the following subjects in school:	
I participate in the following clubs/activities:	
I enjoy the following things outside of school:	

### I. Student Information:

- **Student Name:** Record the student's name in the following format: Last name, First name.
- **MSIS #:** Record the student's MSIS number including leading zeros.
- **Career Cluster:** Students will select one of the 16 National Career Clusters. Career Clusters are broad categories of related occupations. Please refer to pgs. 4-5 of the MS Career Guidance Resource Document or visit <https://careertech.org/career-clusters> for additional information. Consider the student's goals and personal interests. Students should take an interest inventory to better explore their likes and dislikes. A career assessment is available at: <https://www.careeronestop.org/ExploreCareers/Assessments/self-assessments.aspx>.

### II. Traditional Diploma and Endorsement Options (select at least one)

Endorsement Options: All incoming 9<sup>th</sup> graders must select at least one of the following endorsements: *Academic, CTE, or Distinguished Academic.*

- Students and parents/guardians may change endorsement(s) when appropriate.
- Students may select more than one endorsement.
- Students and parents/guardians may opt out of an endorsement(s) after the junior year if necessary to meet the requirements for the traditional diploma only.

\*Information regarding the following is available in the MS Career Guidance Resource Document: MS IHL College Preparatory Curriculum (CPC), Advanced Placement, Dual Credit, ACT WorkKeys, National Credentials, ACT, and SAT.

### III. Requirements and Recommendations

For a Traditional Diploma students **MUST** meet the following requirements:

- Student identifies an endorsement prior to entering 9th grade. Endorsement requirements can only be changed with parental permission. (Refer to Section VI for parent signature.)
- For early release, student must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in the Essentials of College Math or Essentials of College Literacy (Refer to Section V: Assessment.)

The following are recommendations, not requirements, for all students:

- For early graduation, students should successfully complete an endorsement.

- Student should take a math or math equivalency senior year.

**IV. Program of Study**

- All coursework should align with the student’s endorsement option(s) and the student’s selected career cluster.
- See the MS Public School Accountability Standards for guidance. <http://www.mde.k12.ms.us/ACCRED/AAS>
- Record the student’s anticipated coursework (in pencil) for grades 7<sup>th</sup>-12<sup>th</sup>. Revise coursework as needed at the annual review. Planning for grades 8<sup>th</sup>-12<sup>th</sup> should begin in 7<sup>th</sup> grade.
- Carnegie Units may be earned in grades 7<sup>th</sup> -12<sup>th</sup>. At the end of the school year, record the total of Carnegie Units earned and the cumulative GPA.
- The Carnegie Units required for the Traditional Diploma are listed in the appropriate curriculum area.

**Academic Planning Workspace:** Use the area below as a practice area for academic planning. Then in pencil, write your final decisions on the Academic Planning Tool.

<b>Curriculum Area</b>	<b>Grade 7 Subjects</b>	<b>Grade 8 Subjects</b>
English		
Math		
Science		
Social Studies		
Physical Ed		
Health		
Art		
College & Career Readiness		
Technology or Computer Science		
Electives		
Additional & CTE Electives (if applicable)		
<b>TOTAL Carnegie Units Earned</b>		

**Notes:**

Curriculum Area	Grade 9 Subjects	Grade 10 Subjects
English		
Math		
Science		
Social Studies		
Physical Ed		
Health		
Art		
College & Career Readiness		
Technology or Computer Science		
Electives		
Additional & CTE Electives (if applicable)		
<b>TOTAL Carnegie Units Earned</b>		

**Notes:**

**College Credit:** I can earn college credits while I am in high school by taking Advanced Placement (AP) courses and Dual Credit (DC) courses. I plan to earn the following college credits while I am in high school:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Curriculum Area	Grade 11 Subjects	Grade 12 Subjects
English		
Math		
Science		
Social Studies		
Physical Ed		
Health		
Art		
College & Career Readiness		
Technology or Computer Science		
Electives		
Additional & CTE Electives (if applicable)		
<b>TOTAL Carnegie Units Earned</b>		

**Notes:**

<b>Complete the following.</b>
Right now I want to try _____ as a career because_____.
Subjects in school that will help me with this career:
I plan to take the following classes in college to help me with this career:
I have the following work or volunteer experiences:
Job Search Skills: <ul style="list-style-type: none"> <li>• I know how to look for a job</li> <li>• I have a resume</li> <li>• I have developed interviewing skills</li> <li>• I need help with the following:</li> </ul>
Right now, I want to go to _____ University or College because _____.
I want to study _____ in college.

Test(s) I need to take to get into college:
I am preparing for these college test(s) by:
I need help with the following in applying to college:
I plan to take the following classes in college to help me with this career:
I can count on the following people to help me apply to college:
I am going to pay for college by:
I have other plans after I graduate that include:

#### V. Assessment Information

Record the assessment information listed below when applicable.

- **ACT:** Record ACT test date(s), subscores, and ACT composite score for the student.
- **SAT:** Record SAT test date(s), subscores, and SAT composite score.
- **National Certification:** Record National Certification test name, date(s), and overall score.
- **WorkKeys:** Record WorkKeys test date(s) and level (platinum, gold, silver, or bronze).
- **Mississippi Academic Assessment Program (MAAP):** For each of the academic areas assessed (*MAAP Algebra I, MAAP English 2, SATP-3 Biology, SATP-3 US History*) indicate:
  - Method used to meet the testing requirement
  - Date the requirement was met
- **DP-IB:** Record the test name, date(s), and score.
- **Advanced Placement:** Record the test name, date(s), and score.

#### VI: Documentation of Review of ISP:

The Individual Success Plan (ISP) must be reviewed annually, beginning at the end of the 7<sup>th</sup> grade (pending accreditation approval). A signature is only required during the second semester. Each year, from 7<sup>th</sup> grade until 12<sup>th</sup> grade, record the following in the appropriate area:

- **Date of Review:** date the student's ISP is reviewed by the supervising educator with the student
- **Supervising Educator:** print the name of the licensed professional educator conducting the review of the student's ISP
- **Parent/Guardian Signature & Date:** signature of the student's parent/guardian and date of the review
- **Student Signature & Date:** signature of the student and date of the review

## Let's Look Forward to College!

Are you ready to transition?

### **Student Tips for Transition:**

- Meet all graduation requirements and set academic goals
- Take advanced level college courses—Advanced Placement (AP), International Baccalaureate (IB), and/or dual enrollment (DE)
- Continue involvement in co-curricular clubs and sports, volunteerism, job or work experiences, internship or job shadowing opportunities
- Complete pre-college exam (PSAT—during 10th grade) and college entrance exams (SAT and/or ACT—during 11<sup>th</sup>-12<sup>th</sup> grade)
- Explore careers and research colleges through Naviance (<https://www.naviance.com/>) based on identified career field
- Visit selected college to narrow options and/or do a virtual college tour on the web
- Apply to college—learn the entrance requirements of the college, write a strong essay, get letters of recommendation and transcripts, college application fees
- Apply for financial aid and scholarships
- Learn about the on-campus student resources to help new college students transition from high school to college

<b>Complete the following.</b>
What are you looking forward to in college?
What are your goals for college?
Is there anything you're nervous about or have questions about?

### **VII. Notes**

Record additional information of importance.