

## Student Planning Tool for the Traditional Diploma: A Guide for Educators

This academic planning guide is to be used as a companion to the Student Planning Tool for the Traditional Diploma. Academic planning is one component of the Individual Student Success Plan (ISP). The planning tool is designed to assist students in successfully navigating the 7<sup>th</sup> -12<sup>th</sup> grade 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 planning tool is listed below.

### 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.

### 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.

#### **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

#### **VII. Notes**

Record additional information of importance.

Guidance September 2017