

Arizona Department of Education Education and Career Action Plan (ECAP) Attributes Checklist

Personal Goals

- The process assists the individual student in setting appropriate personal goals for the period during high school.
- The process assists the individual student in setting appropriate personal goals for life beyond high school graduation.
- A system exists for each student to maintain and update his/her personal life goals.
- The system provides for appropriate adult guidance for the student in developing his/her personal life goals.

Academic Goals

- The process assists the individual student in setting appropriate academic goals consistent with the student's individual skills and interests leading to high school completion.
- The process assists the individual student in setting appropriate academic goals for education and work beyond high school graduation.
- A system exists for each student to maintain and update his/her academic goals.
- The system provides for appropriate adult guidance for the student in developing his/her personal academic goals.

Career Planning

- The process and system provide opportunities for the student to assess his or her interests and skills related to a variety of options including careers.
- The process and system provide opportunities for the student to explore careers from a variety of approaches such as virtual career searches, CTE classes, service learning, job shadowing, internships and externships, etc.
- The process and system provides an opportunity for the student to maintain a record of the results of his/her interest and career surveys.
- The process and system provides an opportunity for the student to maintain a record of the results of his/her experiences such as virtual career searches, CTE classes, service learning, job shadowing, internships, externships, work experience, etc.

Extra Curricular Activities

- The process provides an opportunity for the student to receive guidance from and appropriate adult in understanding the value and importance of participating in extracurricular activities.
- The process engages students with the appropriate adult to assist him/her in identifying those extracurricular and out of school activities which meet his/her interests and abilities.
- The process assists students in understanding leadership and civic responsibility, and encourages participation in activities that lead to personal development in these areas.

- The process and system provides an opportunity for the student to record and maintain a record of participation and level of responsibility assumed in relation to leadership and civic responsibility.

Resume Development:

- The process provides opportunities for the student to learn what a resume is.
- The process provides assistance for the student in developing a resume which includes appropriate information regarding the student's academic, work, and service experiences, as well as the skills and individual qualities the student possesses.
- The process includes the opportunity for the student to revisit his/her resume periodically to edit and update information.
- The process and system provides a method for obtaining and maintaining appropriate letters of recommendation.

Postsecondary planning:

- The process provides support for assisting the student and his/her family in the development of a postsecondary plan.
- The process includes a system for assisting the student and his/her parents in understanding the completion of necessary forms and other required products for college and postsecondary application.
- The process is designed to assist the student and his/her parents in understanding the various admission requirements to postsecondary educational institutions and/or work experiences including providing information regarding scholarship opportunities and financial assistance.
- The process includes a system for assisting the student in maintaining a record of all postsecondary planning activities.

Management System:

- An appropriate adult (s) supervises the ECAP process with the student and parents throughout the full four years of high school.
- There is an articulated system for assuring that all components of the process are consistent and that there is a common language around the process which is understood by administration, teachers, non-teaching staff, students and parents.
- There is a consistent and transparent system for gathering and maintaining student data while assuring student confidentiality.
- There is a clearly defined and guaranteed system for assuring an annual (or more frequent) review of each students individual ECAP.
- There is a clear and transparent process for actively engaging parents in the development of each student individual ECAP throughout the four years of high school.