

Assumption Catholic Schools



Comprehensive School Counseling Program

Individual Learning Plan Handbook

Developed by the *Assumption Catholic Schools' Counseling Department*

**Assumption Catholic Schools
445 Chestnut Street
Wisconsin Rapids, WI 54494**

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November 2009

Assumption Catholic Schools Counselors

District Web Page: <http://www.assumptioncatholicschools.org>

Elementary Schools

School	Counselor	Phone Number	E-Mail Address
Our Lady Queen of Heaven Elementary School	Craig Rogney	(715) 422-0980	crogney@assumptioncatholicschools.org
St. Vincent de Paul Elementary School	Craig Rogney	(715) 422-0967	crogney@assumptioncatholicschools.org

Middle School

School	Counselor	Phone Number	E-Mail Address
Assumption Middle School	Craig Rogney	(715) 422-0950	crogney@assumptioncatholicschools.org

High School

School	Counselor	Phone Number	E-Mail Address
Assumption High School	Brian O'Donnell	(715) 422-0931	bodonnell@assumptioncatholicschools.org

What is an Individualized Learning Plan?

A student Individualized Learning Plan is a formal and prescribed collection of materials produced in a variety of media that documents student academic, personal/social and career development. ILP contents, representing the major student products of the K-12 counseling curriculum, are the core of information utilized in carrying out the student and parent academic/career conference agenda, conference activities, meeting the student's conference goals and outcomes, and assessing the predetermined conference benchmarks.

Rationale for the Individualized Learning Plan

In order for students to have a successful transition from middle school to high school, high school to work, postsecondary education, or the military, instruction in career awareness is necessary. Students need a structured framework in selecting educational programs and careers that will lead to personal satisfaction. Career awareness, exploration, planning, and management provide the stages for educators to prepare youth to enter their chosen occupations.

A comprehensive career awareness and exploration plan should include self and career awareness at the elementary level. Students at this level should be introduced to careers in the community and region; examine relationships between learning and working; explore opportunities of various careers; and investigate the inter-relationship of life roles, life styles, and careers.

Students at the middle school level should explore career options in various fields. They need to examine requirements for a variety of careers; demonstrate knowledge of the inter-relationship of life roles, life styles, and careers; examine the relationship of educational achievement to career opportunities; identify personal strengths and weaknesses; investigate a variety of careers; analyze findings in terms of interest and abilities. By the end of middle school, they should develop an initial Individual Learning Plan, which matches their current interest.

High school level students should focus their educational and career goals and revise their Individual Learning Plans as needed. Students at this level will investigate the inter-relationship of educational achievement, life goals, career planning, training and placement; evaluate the present job market and analyze predictions of future trends at local, regional and global levels; and propose career options based on their existing Individual Learning Plan.

Vital to the educational process at each of these grade levels is the involvement of parents, business/industry and the community.

The Individual Learning Plan is a 4+ year plan developed during Middle School that promotes academic and career development for ALL students.

The Individual Learning Plan is a tool that helps students set and achieve learning goals based on academic and career interests.

An Individual Learning Plan may be implemented via:

- Student and Parent Educational/Career Planning Conferences***
- Advisor/Advisee Programs***
- Required career courses***

The key to the successful implementation of an Individual Learning Plan is planning.
Planning must be done thoughtfully, carefully, and thoroughly.

Planning for the Individualized Learning Plan

Student and Parent Educational/Career Planning Conferences:

- Calendared time
- Benchmarks being met
- Information and Data needed
 - Academic records
 - Pre-vocational experiences
 - Achievement tests
 - Interest Inventories
 - Learning Styles
 - Attendance
 - Personal Goals
 - Social or Work history
- Conference procedures and length
- Correspondence
 - Schedule
 - Confirmation
- Framework checklist
- Parent resources
- Evaluation or feedback forms
- Portfolio format and content
 - Assessment records
 - Letters of application
 - Letters of recommendation
 - Record of work experience
 - Academic and career-related coursework
 - Sample job and / or college application
 - Awards
 - References
 - Resume
 - Samples of work, photos, videos, etc.

Components of the Individualized Learning Plan by Grade Level:

The Individual Learning Plan is based upon student information from academic records, career interest, aptitude, and learning style inventories.

Student defined career goals.

Identification of services needed for the student to make a successful transition from Middle School to High School and High School to desired postsecondary setting.

Information for developing a resume, such as education, work experiences, school and community activities.

Individual Learning Plan (ILP) Grade Level Components Middle School

6th Grade

- Complete Keirseey Temperament Sorter
- Complete Multiple Intelligences Questionnaire
- Identify career clusters and pathways that are of most interest

7th Grade

- Complete Learning Styles Assessment
- Identify jobs you would like to learn more about

8th Grade

- Complete Career Interest Inventory (Holland)
- Research top three careers from interest inventory
- Begin Individual Learning Plan
 - Select most appropriate plan of study
 - Select high school course to achieve ILP
- Schedule Student and Parent Educational/Career Conference
- Complete Wisconsin Covenant Agreement
- Review Plan of Study

Individual Learning Plan (ILP) Grade Level Components High School

9th Grade

- Complete Explorer Achievement Test
- Introduce students to Career Cruising
- Review ILP and Plan of Study and update (portfolio)
 - Consider electives based upon career cluster/pathway
- Identify supporting documentation needed for ILP (portfolio)

10th Grade

- Complete graduation credit check to remain on schedule
- Complete progress on benchmarks for Career Cruising
- Complete PLAN Achievement Test
- Complete Stanford Achievement Test
- Gather information about career options
 - Colleges and universities
 - Technical colleges
 - Military
 - Work
- Collect supporting documents for ILP (portfolio)
- Update ILP (portfolio)
- Schedule Student and Parent Educational/Career Conference
 - Review Plan of Study

11th Grade

- Complete graduation credit check to remain on schedule
- Register and complete PSAT
- Check progress on benchmarks for Career Cruising
- Update ILP (portfolio)
- Review Plan of Study – course sequencing matches pathway
- Begin Learner Resume
- Collect information on scholarships and financial aid
- Register for ACT and/or SAT
- Schedule college visits
- Begin Work-Based Learning

12th Grade

- Update ILP (portfolio)
- Complete graduation credit check
- Register for ACT and/or SAT retakes
- Obtain letters of recommendation
- Complete information for supporting documents in ILP (portfolio)
- Complete applications
 - Postsecondary/Financial Aid

Assumption Catholic Schools Graduation Requirements

Total Credits Required for Graduation: 26 credits

Required Courses

Freshman	Credits	Sophomore	Credits
Religion	1.0	Religion	1.0
English	1.0	English	1.0
Mathematics	1.0	Mathematics	1.0
Western Civilization	1.0	Civics: Am. Government	0.5
Physical Science	1.0	Modern Health 1B	0.25
Physical Education	0.5 or 0.25	Physical Education	0.25
		Biology	1.0
TOTAL	5.50 or 5.25	TOTAL	5.0
Junior	Credits	Senior	Credits
Religion	1.0	Religion	1.0
English	1.0	English	1.0
American History	1.0		
Mathematics	1.0		
TOTAL	4.0	TOTAL	2.0

Additional Credits Required Before Graduation
(to be obtained at any point during a student's enrollment)

Fine Arts (Art/Music)	1.0
Science	1.0
Modern Health IA	0.25
Financial Literacy	0.5
Social Studies	0.5
Physical Education	1.5
Computer Applications	0.5

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Individual Learning Plan For

[Student Name]

Graduation Year

Developed by the Assumption Catholic Schools'
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November 2009

Table of Contents

Letter to the Reader: Future Dreams and Goals	Page
Resume	Page
Summary of Inventories	Page
Transcript	Page
Appropriate Test Data	Page
Performance Samples of Work Related to Career Goals	Page
Documentation of Extra/ Co-Curricular Activities	Page
Service Learning/ Community Service	Page
Work-Based Learning	Page
Documentation of Awards	Page
Letters of Recommendation	Page