

Missouri Comprehensive Guidance Program

K-12 Individual Planning Forms

[ELEMENTARY SCHOOL INDIVIDUAL PLANNING STARTER KIT CHECKLIST](#)

[MIDDLE SCHOOL INDIVIDUAL PLANNING RESOURCE FILE CHECKLIST](#)

[HIGH SCHOOL INDIVIDUAL PLANNING PERSONAL PLAN OF STUDY
CHECKLIST](#)

[SAMPLE PERSONAL PLAN OF STUDY](#)



ELEMENTARY SCHOOL INDIVIDUAL PLANNING STARTER KIT

CHECKLIST

This IP STARTER KIT includes a variety of information to help Elementary School students and their families when talking together about student interests and goals, when making decisions regarding the students' educational and career goals, and will be especially helpful when the student is transitioning to another grade, building or school district.

The following key elements should be kept as the student progresses through elementary school:

- Report cards
- Formal academic assessment results (e.g. MAP, Achievement Tests)
- Certificates of achievement and awards
- Individualized information (e.g. Behavioral Plans, Health Limitations, IEPs, 504 Plans)
- Documentation of participation in activities, teams, organizations and clubs
- Documentation of volunteer activities, job shadowing and work experience (e.g. babysitting, lawn mowing, dog walking, raking leaves or shoveling snow)
- Career interest survey results and Career Path interest
<http://missouricareereducation.org/CDs/GuidanceLessons/All-GrK-5.pdf>
- Documentation of achievement (e.g. media such as: newspaper clippings, internet news items)
- Documentation of Parent Involvement



MIDDLE SCHOOL INDIVIDUAL PLANNING RESOURCE FILE

CHECKLIST

This IP RESOURCE FILE includes a variety of information to help Middle School students and their families when talking together about students' interests and goals and when exploring academic and career options (8th grade and beyond), when making important educational and career decisions, and is especially helpful when the student is transitioning to another grade, building or school district.

The following key elements should be kept as the student progresses through middle school:

- Report cards
- Middle School coursework and grades
- Formal academic assessment results (MAP, EXPLORE, EOC)
- Certificates of achievement and awards
- Individualized information (Behavioral Plans, Health Limitations, IEPs, 504 Plans, etc.)
- Documentation of participation in school and community activities
- Documentation of volunteer/job shadowing/work experience
- Career interest survey results/Career Path interest
- Documentation of achievement via media recognition (newspaper clippings, internet printouts, etc.)
- Documentation of Parent Involvement
- Initial Personal Plan of Study (Appendix 3)



HIGH SCHOOL INDIVIDUAL PLANNING PERSONAL PLAN OF STUDY

CHECKLIST (Initiated in 8th Grade)

To provide direction toward the student's educational and career goals, the Missouri School Improvement Program (MSIP) requires all students to have a PERSONAL PLAN OF STUDY initiated no later than 8th grade, and the plan must be revised at least once a year. To help Middle School (8th Grade) and High School students and their families when talking together about students' interests and goals and when exploring academic and career options. The documents collected throughout students' K-12 education will be useful as families plan together for "life after high school."

**An individual planning system is in place which includes the necessary forms and procedures to assist all students as they develop educational and career plans. This planning is initiated no later than grade eight (8) and includes:*

- ◆ *Identification of long and short-range educational/career goals including a 4-6 year plan that is reviewed and revised annually*
- ◆ *Assessment Activities*
- ◆ *Advisement Activities*
- ◆ *Collaboration with parent/guardians*

**(4th Cycle MSIP)*

The following key elements should be included:

- Chosen Career Cluster
- District high school graduation requirements
- College Prep and Career Prep certificate requirements
- Post-secondary plans
- List of high school courses to be taken each year
- Short-term and long-range goals
- Documentation of Parent Involvement



SAMPLE PERSONAL PLAN OF STUDY

SAMPLE HIGH SCHOOL PERSONAL PLAN OF STUDY FOR:

Name _____ Graduation Year _____

Choose a Career Path (Circle One)

- | | | |
|-------------------------------------|-----------------------|-------------------|
| Business, Management, & Technology | Arts & Communications | Health Services |
| Industrial & Engineering/Technology | Human Services | Natural Resources |

Use the following as a guide for selecting your course schedule for your high school years and beyond.

9 th	10 th	11 th	12 th
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All students need a total of 24 (25 College Prep) or more credits to graduate.

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Language Arts - 4 units (4-College Prep)
English I _____
English II _____
English III _____
English IV _____ | Mathematics - 3 units (4-College Prep)
Algebra I _____
Algebra II _____
Geometry _____
Other _____ | Science - 3 units (3-College Prep)
Physics First _____
Chemistry I _____
Biology _____
Other _____ |
| Social Studies - 3 units (3-College Prep)
World History _____
American History _____
American Government (.5) _____
Social Studies Elective (.5) _____ | Foreign Language- (2-College Prep)
Spanish I/French I _____
Spanish II/French II _____
Computer Applications (.5 College Prep) _____
Speech - (.5 College Prep) _____ | Practical Arts-1 _____ Fine Arts-1 _____
Physical Education-1 _____
Health-.5 _____ |

Go through your Plan of Study above and make sure you have all the requirements you need to graduate. Total _____ ALL
YOU MUST HAVE SUCCESSFULLY MET ALL GRADUATION REQUIREMENTS TO GO THROUGH THE GRADUATION CEREMONY.

Post-Secondary Education/Training (Cluster)
Major Area of Study or Training: _____

Circle Post-Secondary Education/Training Choice for grades 13, 14, & beyond:
Career Center Community College University Other

Short-Term Educational/Career Goal:

Long-Term Educational/Career Goal:

Career Related Activities/Job Shadowing/Work Experience:

All students are required to return to the counselor their official class selection with their parent's signature:

Parent's signature _____

Student's Signature _____

Date _____

Please check one of the following:
Initial__ 9th Review__ 10th Review__ 11th Review__