

Mesa Public Schools College and Career Readiness Framework

In Partnership with Career and Technical Education

ECAPS

Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12 ([R7-2-302.05](#)).

“Effective for the graduation class of 2013, schools shall complete for every student in grades 9-12 an Arizona Education and Career Action Plan.”

Arizona Philosophy ~

*We as educators believe that integrating an Education and Career Action Plan (ECAP) process into all facets of the school experience enables students to be lifelong learners and problem-solvers, developing and applying 21st century skills to their life experiences, as students, as workers, as consumers, and as responsible citizens. With the ability to identify skills and interests and to apply that knowledge to create their own ECAP, our students will have developed needed skills to advance in a more fluid, seamless transition, meeting 21st Century technologies and work place postsecondary requirements.
Arizona Department of Education (ADE) – 2008*

Grade	ECAP Attribute	Lesson/Program	Time Frame	Data Element	Completion Date
K-6 TH	Academic <i>-Review academic progress to include interventions or advisements</i>	Interventions, as needed	August – May (ongoing)	Pre/Post Assessment, Program Evaluations, Process and Perception Data, Grades, Discipline and Attendance Reports	
Kindergarten	Academic/Career/Extracurricular	Goal Setting The Little Engine that Could <ul style="list-style-type: none"> Train Worksheet w/positive learning behaviors. Identify positive and negative learning behaviors. 	August	Pre/Post Assessment	
	Extracurricular <i>-Other activities the student might wish to note (Personal/Social Development)</i>	Personal/Social Lessons Brave Lions <ul style="list-style-type: none"> “Being Brave” worksheet Learn to be brave in a classroom setting and relate to personal experiences 	September	Pre/Post lesson/program evaluations Discipline Reports	
		The Cow that Went OINK <ul style="list-style-type: none"> Diversity Venn Diagram Compare and contrast differences and similarities of classmates and respect individual differences 	September		
		When I Feel Angry <ul style="list-style-type: none"> “When I Feel Angry” Worksheet Identify positive strategies to calm anger Identify and express feelings	October		
		Gigi and Lulu’s Gigantic Fight <ul style="list-style-type: none"> “A Bug & A Wish” Worksheet Use words to solve a conflict 	January		
		Rainbow Fish <ul style="list-style-type: none"> “Sharing” worksheet Learn how to make and keep friends 	February		
		The Crayon Box that Talked <ul style="list-style-type: none"> “Crayon Box” Worksheet Identify characteristics of working in a team 	March		
	Academic <i>-Review academic progress to include needed interventions or advisements</i>	Academic Domain Lesson I’m Gonna Like Me <ul style="list-style-type: none"> I Can! Bag Identify personal learning characteristics and compare with others 	March	Pre/Post Assessment	
Career <i>-Explore Career Opportunities.</i>	Career lesson Career Charades <ul style="list-style-type: none"> “When I Grow Up” Worksheet Name a variety of careers and select a personal career choice 	April	Pre/Post Assessment		

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1 st	Academic/Career/Extracurricular	Goal Setting Lesson Leo the Lightning Bug <ul style="list-style-type: none"> “Leo the Lightning Bug” worksheet Identify 2 skills to practice for the year 	August	Pre/Post Assessment	
	Extracurricular <i>-Other activities the student might wish to note (Personal/Social Development)</i>	Personal/Social Lessons The Way I Feel <ul style="list-style-type: none"> Identify different feelings, describe body language 	September	Pre/Post lesson/program evaluations Discipline Reports	
		Tattling or Reporting <ul style="list-style-type: none"> “Tattling or Reporting” Worksheet Differentiate between situations requiring adult support and situations that do not 	September		
		Personal Space <ul style="list-style-type: none"> Demonstrate respect for personal space and boundaries of others 	November		
		Alicia’s Best Friend <ul style="list-style-type: none"> Learn how to make and keep friends 	December		
		That’s What Friends Are For <ul style="list-style-type: none"> Distinguish between appropriate and inappropriate behavior, demonstrate cooperative behavior in groups 	January		
		Piggy Monday <ul style="list-style-type: none"> “Manners” handout Identify ways to demonstrate good manners in school 	December		
	Academic <i>-Review academic progress to include needed interventions or advisements</i>	Academic Domain Lesson Regina’s Big Mistake <ul style="list-style-type: none"> Choose strategies to stay calm when making a mistake 	March	Pre/Post Assessment	
Career <i>-Explore Career Opportunities</i>	Career Lesson Working <ul style="list-style-type: none"> “What I Want to Be” handout Select a career and point out what would be fun, what you would have to be good at, and what you need to learn for your career choice 	April /May	Pre/Post Assessment		

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2 nd	Academic/Career/Extracurricular	Goal Setting Lesson – Smile a Lot <ul style="list-style-type: none"> Goals – ladder worksheet Show steps to achieve a goal 	August	Pre/post Assessment	
	Extracurricular <i>Other activities the student might wish to note (Personal/Social Development)</i>	Leo and Lester <ul style="list-style-type: none"> Manners worksheet Chose/illustrate ways to show manners 	September	Pre/Post lesson/Program Evaluations Discipline Reports	
		Bad Case of the Tattle Tongue <ul style="list-style-type: none"> Choose a reporting strategy and illustrate that strategy 	October		
		The Ant and the Elephant <ul style="list-style-type: none"> Learn how to make and keep friends Choose and demonstrate caring behaviors 	November		
		Click, Clack, Moo <ul style="list-style-type: none"> Apply conflict resolution strategies 	December		
		Ellison the Elephant <ul style="list-style-type: none"> Compare personal strengths with other students 	January		
		Have You Filled a Bucket Today? <ul style="list-style-type: none"> Students will use effective communication skills and understand consequences of decisions and choices 	February		
	Academic <i>Review academic progress to include needed interventions or advisements</i>	Academic Domain Lesson The Dot <ul style="list-style-type: none"> Identify attitudes and behavior that lead to successful learning 	March	Pre/Post Assessment	
	Career <i>Explore career opportunities</i>	Career Lesson Career Responsibilities <ul style="list-style-type: none"> Demonstrate a career responsibility for a chosen career 	April	Pre/Post Assessment	

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3 rd	Academic/Career/Extracurricular	Goal Setting Lesson – A Frog Thing <ul style="list-style-type: none"> Choose a personal and academic goal 	August	Pre/Post Assessment		
	Extracurricular <i>Other activities the student might wish to note (Personal/Social/Development)</i>	Friendship Begins with Respect	September	<i>(Minimum of 6 Lessons from Steps to Respect- Bullying and Violence Prevention Curriculum)</i>	Pre/Post Assessment, Discipline Reports, AZ Safe Report, School surveys	
		Joining In	October			
		What is Bullying	November			
		Refusing to Be Bullied	December			
		Reporting Bullying	January			
		What is a Bystander?	February			
	Academic <i>Review academic progress to include needed interventions or advisements</i>	Academic Domain Lesson Types of Tests <ul style="list-style-type: none"> Demonstrate knowledge of different tests and apply test-taking strategies 	March	Pre/Post Assessment		
Career <i>Explore Career Opportunities</i>	Career Lesson Skills at Work <ul style="list-style-type: none"> Analyze work skills needed for different careers. Career Trek “Skills at Work” handouts 	April	Pre/Post Assessment			

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4 th	Academic/Career/Extracurricular	Goal Setting Lesson – Building Blocks <ul style="list-style-type: none"> Prioritize a list of learning strategies and accept mistakes as essential to the learning process Building Blocks worksheet 	August	Pre/Post Assessment	
	Extracurricular <i>Other activities the student might wish to note (Personal/Social Development)</i>	Recognizing Bullying	September	<i>(Minimum of 6 Lessons from Steps to Respect – Bullying and Violence Prevention Curriculum Recognizing Bullying)</i>	
		Put-downs Hurt	October		
		Refusing Bullying	November		
		Controlling Rumors	December	Pre/Post Assessment Discipline Reports AZ Safe Report School Surveys	
		Reporting Bullying	January		
		Bystanders Are Key	March		
	Academic <i>Review academic progress to include needed interventions or advisements</i>	Academic Domain Lesson Study Skills <ul style="list-style-type: none"> Evaluate personal use of multiple study skills and learning strategies Study Skills handouts 	March	Pre/Post Assessment	
Career Explore Career Opportunities	Career Lesson What Would You Do? <ul style="list-style-type: none"> Produce strategies to use in solving a conflict, choose the best strategy for the situation “What Would You Do?” problem-solving activity 	April/ May	Pre/Post Assessment		

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5 th	Academic/Career/Extracurricular	Goal Setting Lesson – Making It Happen (Steps to Respect Lesson 9) <ul style="list-style-type: none"> • “Making It Happen” Goal-setting worksheet • Learn how to set and reach goals 	August - September	Pre/Post Assessment	
	Extracurricular <i>Other activities the student might wish to note (Personal/Social Development)</i>	Friendship	September	<i>(Minimum of 6 Lessons from Steps to Respect – Bullying and Violence Prevention Curriculum)</i>	
		Conflict Between Friends	November		
		Are You Made at Me?	December		
		Recognizing Conflict, Recognizing Bullying	January		Pre/Post Assessment Discipline Reports AZ Safe Report School Surveys
		Refusing and Reporting Bullying	February		
	Bystanders Can Help	February			
	Academic <i>Review academic progress to include needed interventions or advisements</i>	Academic Domain Lesson Testing Anxiety <ul style="list-style-type: none"> • Choose strategies to use while taking tests. • Apply the study skills necessary to be successful 	March	Pre/Post Evaluations	
Career Explore Career Opportunities	Career Lesson Take Charge <ul style="list-style-type: none"> • Create a plan to organize and complete a work task in a career • “Take Charge” activity 	May	Pre/Post Evaluations		

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6 th	Academic/Career/Postsecondary/ Extracurricular	Goal Setting Lesson – The Crow and the Pitcher <ul style="list-style-type: none"> Create an academic goal and plan necessary steps to reach it Identify alternative ways to reach goals 	August	Pre/Post Evaluations	
	Career <i>Identifying career plans, options</i>	What you learn is what you earn/Reality Check (2 lessons) <ul style="list-style-type: none"> Identify personal preferences and interests influencing career choices and success Reality Check Game 	September/October	Pre Assessment Process, perception and results data	
	Career <i>Explore career opportunities, interests or skills</i>	Mission Possible Booklet/Interest Inventory (2 lessons) <ul style="list-style-type: none"> Mission Possible Interest Inventory Consider personal interests and abilities and relate them to different career choices 	November	Process/Perception and Results data Lesson outcome/product	
	Career <i>Explore career opportunities</i>	Career Research Lesson – Exploring a Career Interest <ul style="list-style-type: none"> “Occupational Outlook” Handbooks Analyze chosen careers 	January	Process, perception and results data	
	Academic-Plan coursework	Step Up/MyMPS – Transition prep./Education Plan (Course registration) <ul style="list-style-type: none"> Involving Elementary and Jr. High Counselor collaboration 	February	Lesson outcome/product	
	Career <i>Identify postsecondary career plans, options, interests or skills</i>	Resume foundation lesson (2 lessons) <ul style="list-style-type: none"> Learn how to write a resume 	February	Lesson outcome/product Results data (Post secondary)	
	Academic <i>Review academic progress to include needed interventions or advisements</i>	Transition lesson – Combination Locks <ul style="list-style-type: none"> Transitions – Consider expected changes in junior high school 	May	Pre/Post Assessment	

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7 th	Academic - Plan coursework and review academic progress to include needed interventions or advisements	Open House/Intro. to Jr. High/Orientation	August	Process and Perception date - Number in attendance	
	Extracurricular - Other activities the student might wish to note (Leadership)	Student Leadership Training <ul style="list-style-type: none"> Peer Mediation Ambassador Student Aides 	August	Process and Perception data - Number participating	
	Academic - Plan coursework and review academic progress to include needed interventions or advisements	Guidance Technology Overview <ul style="list-style-type: none"> MyMPS Activation and Log-in Kuder Navigator Activation and Log-in District/School Website 	September	Genesis Report - MyMPS Query Kuder Navigation Report - System Usage Report	
	Career - Identifying career plans, options, interests and skills	Kuder Navigator-Career Search-Person Match Assessment (Interest Inventory) <ul style="list-style-type: none"> Explore careers in the clusters (groups) of highest interest Explore post-high school options 	September	Kuder Navigator Reports - Quick Reports - Advanced Reports	
	Extracurricular - Other activities the student might wish to note (Personal/Social Development)	Prevention Programs <ul style="list-style-type: none"> True Colors Multiple Intelligence, Bullying Prevention 	Ongoing	Genesis Report - Discipline reports/ incidents of harassments - School surveys	
	Academic -Plan coursework	Step Up/MyMPS – Transition prep./Education Plan (Course registration) <ul style="list-style-type: none"> Involving Elementary and Jr. High Counselor collaboration 	February	Process and Perception data - Number in attendance	
	Academic -Plan coursework	Genesis/MyMPS <ul style="list-style-type: none"> Education Planning Online registration 	February	Genesis Report - MyMPS Registration Report	
	Academic/Career/Extracurricular - Review academic progress, record academic achievement export needed requirements and other activities that student might wish to note.	7th Grade Reflection Activity <ul style="list-style-type: none"> How Did That Work For You? - Site Designed Reflection lesson for reflection and academic/career/personal goal setting. 	April	Student written response	

Grade	ECAP Attribute	Lesson/Program	Time Frame	Data Element	Completion Date
8 th	Academic <i>-Plan coursework and review academic progress to include needed interventions or advisements</i>	Open House/Orientation Lesson	August	Process and Perception data <i>- Number in attendance</i>	
	Extracurricular <i>- Other activities the student might wish to note (Leadership)</i>	Student Leadership Training <ul style="list-style-type: none"> Peer Mediation Ambassador Student Aides 	August	Process and Perception data <i>- Number participating</i>	
	Academic <i>-Plan coursework and review academic progress to include needed interventions or advisements</i>	Guidance Technology Overview/Status Update <ul style="list-style-type: none"> MyMPS Activation and Log-in Kuder Navigator Activation and Log-in District/School Website 	September	Genesis Report <i>- MyMPS Query</i> Kuder Navigator Report <i>- System Usage Report</i>	
	Career <i>- Identifying career plan options, interests and skills, and explore career opportunities</i>	ACT – EXPLORE Assessment <ul style="list-style-type: none"> Discover what knowledge and skills are needed for college success. Select three clusters Select three occupations Make a tentative postsecondary plan 	October/November	ACT EXPLORE Reports <i>- Quick Report</i> <i>- Advanced Report</i> <i>- ECAP</i>	
	Academic <i>- Plan coursework, document postsecondary goals, and review academic progress to include needed interventions or advisements</i>	Kuder Navigator-Develop 4 Year Education Plan <ul style="list-style-type: none"> Graduation Requirement Overview <ul style="list-style-type: none"> Diploma Options, Service Learning, and College Core Graduation Make It Happen Booklet Education Plan (4 Year Plan) 	January	Kuder Navigator Reports <i>- ECAP Report</i> <i>- Education Plan (4 Year Plan)</i> <i>- ECAP Portfolio</i>	
	Academic <i>-Plan coursework</i>	Genesis/MyMPS <ul style="list-style-type: none"> Education Planning Online Registration based on 4-Year Plan 	February	Genesis Report <i>-MyMPS Registration Report</i>	
	Academic <i>- Plan coursework and review academic progress to include needed interventions or advisements</i>	Parent Night/Education Planning <ul style="list-style-type: none"> 8th Grade High School Transition High School Planning 	February	Process and Perception data <i>- Number in attendance</i>	
	Academic/Career/Extracurricular <i>- Review academic progress, record academic achievement, explore needed requirements and other activities that student might wish to note.</i>	8th Grade Reflection Activity <ul style="list-style-type: none"> How Did That Work For You? <ul style="list-style-type: none"> Site designed reflection lesson for reflection and academic/career/personal goal setting 	May	Student written response	
	Career/Postsecondary	CHOICES	<i>Ongoing</i> <i>- Per site plan</i>	Process and Perception data <i>- Number in attendance</i>	

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9 th	Academic - Plan coursework and review academic progress to include needed interventions or advisements	Freshman Orientation <ul style="list-style-type: none"> Welcome Assembly/Orientation Parent Participation Classroom orientation lessons 	August	Process and Perception data - Number in attendance	
	Career/Postsecondary	Promotion of OP Shop	August/September	MPS Process data	
	Academic, Career, Postsecondary, Extracurricular	Student Needs Survey/Site Based	September	Pre-assessment of guidance instruction Survey Results	
	Academic - Plan coursework and review academic progress to include needed interventions or advisements	Guidance Technology Overview/Status Update <ul style="list-style-type: none"> MyMPS Activation and Log-in Kuder Navigator Update grade status and Log-in District/School Website 	September	Genesis Report - MyMPS Query Kuder Navigator Report - System Usage Report	
	Career - Explore needed educational requirements to meet the career option.	Kuder Navigator-Career Search Assessment (Interest Inventory) <ul style="list-style-type: none"> Analyze assessment data Review/save ☆ selection of the clusters Review/save postsecondary options Update ECAP portfolio <ul style="list-style-type: none"> Set academic and career goals 	October	Kuder Navigator Report - Specific assessment reports Process and Perception data	
	Academic - Review academic progress to include needed interventions or advisements	Kuder Navigator-Education Plan (4 Year Plan) <ul style="list-style-type: none"> Graduation Requirement Overview <ul style="list-style-type: none"> Diploma Options, Service Learning, and College Core Education Plan (4 Year Plan) Update/Revise 	November/December/January	Kuder Navigator - ECAP Portfolio	
	Career/Postsecondary	Career Readiness Workshops <ul style="list-style-type: none"> Choices Fair for careers/college representatives 	Ongoing	-Process and Perception data - Pre/Post Assessment	
	Academic - Plan coursework and meet high school requirements	Genesis/MyMPS <ul style="list-style-type: none"> Education Plan based on 4 year plan Online registration 	January	Genesis Report - MyMPS Registration Report	
	Academic - Review academic progress to include needed interventions or advisements	Academic Review <ul style="list-style-type: none"> Failure lists Plan for interventions 	Ongoing	Genesis Report - CHS401	

Grade	ECAP Attribute	Lesson/Program	Time Frame	Data Element	Completion Date
10 th Grade	Academic - Plan coursework and review academic progress to include needed intervention or advisements	Sophomore Orientation <ul style="list-style-type: none"> Classroom orientation lessons Welcome Assemblies Parent Participation 	August	Process and Perception data - Number in attendance	
	Career/Postsecondary	Promotion of OP Shop	August/September	MPS Process data	
	Academic, Career, Postsecondary, Extracurricular	Student Needs Survey/Site Based	September	Pre-assessment of guidance instruction Survey Results	
	Academic - Plan coursework and review academic progress to include needed interventions or advisements	Guidance Technology Overview/Status Update <ul style="list-style-type: none"> MyMPS Activation and Log-in Kuder Navigator grade status update and Log-in District/School Website 	September	Genesis Report - MyMPS Query Kuder Navigator Report -System Usage Report	
	Postsecondary - Create a financial assistance plan	Financial Aid Orientation <ul style="list-style-type: none"> Kuder Navigator <ul style="list-style-type: none"> Plan for Education Find Financial Aid 	September	Process and Perception data Kuder Navigator -Plan for Education	
	Career/Extracurricular - Documenting, participating in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work related activities, leadership opportunities, + others	Kuder Navigator-Introduction to Resume/Plan for Work <ul style="list-style-type: none"> Learn all parts of Resume Create selected components (skills, activities, affiliations) Focus on Objective Statement 	March	- Kuder Navigator ECAP Note Taker Notes - Kuder Navigator-System Usage Report - Career Planning (Resume) for school usage	
	Career - Identifying career plans, options, interests and skills	Kuder Navigator – Skills Assessment <ul style="list-style-type: none"> Analyze composite report for the Career Search and Skills Assessment Determine skills/knowledge areas that need improvement (where interests are high and skills are lower) Explore occupations in favorite cluster(s) extensively, and develop short list Explore Careers-Decide or review selection of path to take after high school (work, military, on-the-job training, community college or technical school/four year college) Review and update Education Plan (4 Year Plan) Update ECAP portfolio 	November	-Kuder Navigator reports indicating # taking assessment and identified clusters - Process and perception data for career exploration	
	Postsecondary - Explore admission requirements	MyMPS <ul style="list-style-type: none"> Education Plan Online registration based on 4 year plan 	January	Genesis Report - MyMPS Registration Report	
	Academic - Plan coursework and meet high school requirements	Academic Review <ul style="list-style-type: none"> Failure Lists Plan for interventions 	January/February	Genesis Report -CHS401 -Ongoing throughout the year	
Academic - Review academic progress to include needed interventions or advisements	Kuder Navigator – ECAP Update <ul style="list-style-type: none"> Review/check transcript and credits Review AIMS scores (as relevant) Set/review academic and career goals 	March	- Process and perception data for who grasps scores and relating it to transcripts		

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11 th	Academic, Career, Postsecondary, Extracurricular	Junior Orientation <ul style="list-style-type: none"> Welcome Assemblies/Orientations Parent Participation Classroom orientation lessons 	August	Process and Perception data <i>-Number in attendance</i>	
	Career/Postsecondary	Promotion of OP Shop	August/September	MPS Process data	
	Academic, Career, Postsecondary, Extracurricular	Student Needs Survey/Site Based	September	Pre-assessment of guidance instruction Survey results	
	Academic <i>- Plan coursework, and review academic progress to include needed interventions or advisements</i>	Guidance Technology <ul style="list-style-type: none"> MyMPS Activation and Log-in Kuder Navigator grade status update and Log-in District/School Website 	October	Genesis Report <i>-MyMPS Query</i> Kuder Navigator Report <i>-System Usage Report</i>	
	Career- <i>- Explore career opportunities</i> Extracurricular <i>- Documenting participation in clubs, organizations, athletics, Fine Arts, community service, recreational activities, volunteer activities, work related activities, leadership opportunities, and other activities.</i>	Kuder Navigator-Resume Development <ul style="list-style-type: none"> Create a work-ready resume (building on resume started in 10th grade), with Bloom's synthesis Complete Sample Job Application Include References and Network Contacts 	November-January	Kuder Navigator <i>- ECAP Report</i> <i>- Note Taker Notes</i> <i>- System Usage Report</i> Resume Formative Assessment	
	Career <i>-Identifying career plans, options, interests and skills</i> Postsecondary <i>-Explore admission requirements</i>	Kuder Navigator-Career Search (review and take) <ul style="list-style-type: none"> Analyze composite report <ul style="list-style-type: none"> Skills and Career Search Review/save ☆ selection of the clusters Review/save ☆ postsecondary options <ul style="list-style-type: none"> Select postsecondary school options Select admission testing aligned with selected school options Update ECAP portfolio <ul style="list-style-type: none"> Set academic and career goals 	October/November	Kuder Navigator <i>-Individual ECAP Portfolio</i> <i>-Note Taker Notes</i> <i>-Advanced Report</i> <i>-Quick Report</i>	
	Academic- <i>Review academic progress to include needed interventions or advisements</i>	Kuder Navigator -ECAP update <ul style="list-style-type: none"> Review/update Educational Plan (4 Year Plan) Review credits/transcript Review AIMS/SAT/ACT scores (as relevant) Set/review academic and career goals 	January	Kuder Navigator <i>-Individual ECAP Portfolio</i> <i>-Note Taker Notes</i> <i>-Advanced Report</i> <i>-Quick Report</i>	
	Academic <i>-Plan coursework and meet high school requirements</i>	MyMPS <ul style="list-style-type: none"> Education Plan Online registration based on 4 year plan 	January	Genesis Report <i>-MyMPS Registration Report</i>	
	Academic <i>-Review academic progress to include needed interventions or advisements</i>	Academic Review <ul style="list-style-type: none"> Failure lists Plan for interventions 	Ongoing	Genesis Report <i>-CHS401</i>	

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12 th	Academic, Career, Postsecondary, Extracurricular <i>-Completing necessary applications and creating financial assistance plan.</i>	Senior College and Career Readiness Orientation <ul style="list-style-type: none"> Classroom orientation lessons Create action plan Parent Participation Obtain PIN for FAFSA <ul style="list-style-type: none"> Utilize FAFSA PIN Access FAFSA site/complete FAFSA application Scholarship Resources 	August/September	Process and Perception data <i>-Number in attendance</i> Kuder Navigator	
	Career/Postsecondary	Promotion of OP Shop	August/September	MPS Process Data	
	Academic, Career, Postsecondary, Extracurricular	Student Needs Survey/Site Based	August/September	Survey Results	
	Academic <i>-Review academic progress to include needed interventions or advisements</i>	Guidance Technology Overview/Status Update <ul style="list-style-type: none"> MyMPS Activation and Log-in Kuder Navigator Activation and Log-in District/School Website 	August/September	Genesis Report <i>-My MPS Query</i> Kuder Navigator Report <i>-System Usage Report</i>	
	Academic <i>-Review academic progress to include needed interventions or advisements.</i>	Kuder Navigator -ECAP update <ul style="list-style-type: none"> Review/check transcript and credits Review AIMS/SAT/ACT scores (as relevant) Set/review academic and career goals 	1 st , 2 nd and 3 rd quarters	Kuder Navigator <i>-Individual ECAP Portfolio</i> <i>-Note Taker Notes</i> <i>-Advanced Report</i> <i>-Quick Report</i> <i>-System Usage Report</i>	
	Academic <i>-Review academic progress to include needed interventions or advisements</i>	Academic Review <ul style="list-style-type: none"> Failure lists Plan for interventions 	1 st , 2 nd and 3 rd quarters	Genesis Report <i>-CHS401</i>	
	Academic, Career, Postsecondary, Extracurricular	Counselor verifies ECAP Portfolio completion: <ul style="list-style-type: none"> Academic Goals Personal Goals Career Goals Postsecondary Education Goals Test Results Extracurricular Activities Education Plan (4 Year Plan) 	3 rd quarter	Kuder Navigator ECAP Approval Report MPS Senior Survey	