

SWCeSchool ICAP Requirements (Individual Career and Academic Plan)

ICAP Requirements		Time of Completion				
		Career Explorations	9	10	11	12
Career Planning	Interest Profiler	✓	✓			
	Work Value Sorter	✓	✓			
	Career Key	✓	✓			
	Career Cluster Survey	✓	✓			
	Career Finder	✓		✓		
	Explore Careers	✓		✓		
	Job Shadowing Experience	✓				✓
	Personal Values and Priorities	✓		✓		
	Resume	✓				✓
	Cover Letter	✓				✓
High School	High School Plan of Study		✓	✓	✓	
	Goal Setting		✓	✓	✓	✓
	Experiences and Activities	✓	✓	✓	✓	✓
	20 Hours of community Service*			✓	✓	✓
College Planning	School Finder				✓	✓
	Save Schools to Portfolio				✓	✓
	Explore Programs and Majors				✓	
	Save Programs and Majors to Portfolio				✓	
	Apply to College					✓
	Intent to register					✓
	ACT test prep session				✓	
	Financial Aid Wizard					✓
	College Opportunity Fund				✓	✓
	Scholarship Finder				✓	✓
FAFSA online					✓	

*You must have 20 hours of documented community service in order to graduate!

Career Planning:

- Do Interest Profiler –Career Planning, Learn about yourself
- Do Work Value Sorter –Career Planning, Learn about yourself
- Do Career Key –Career Planning, Learn about yourself
- Do Career Cluster survey –Career Planning, Learn about yourself
- Do Career Finder – Career Planning, Explore Careers, Quicklinks
- Explore careers, add 3 favorite careers to your portfolio
- Do Job Shadowing Experience –Your Portfolio, Career Planning Portfolio, Work Experience
- Do Personal Values and Priorities –Your Portfolio, Career Planning Portfolio, How you see yourself
- Build your Resume –Career Planning, Get a Job, Resume Builder, Build a new resume
- Create a cover letter for your resume –Career Planning, Get a Job, Cover Letter Creator

High School Planning

- Do High School Plan of Study - Google Drive
- Goal Setting - Complete all boxes in Looking Ahead –Your Portfolio, Your Profile, Looking Ahead
- Document all of your experiences and activities –Your Portfolio, Your Profile, Experiences and Activities

College Planning

- Do School Finder –College Planning, Explore Postsecondary Schools, School Exploration Tools
- Save at least 3 favorite schools to Your Portfolio
- Do Explore Programs and Majors –College Planning, Explore Programs and Majors
- Read about and save at least 3 programs and or Majors that interest you in Your Portfolio
- Apply to College –College Planning, Applications
- Document your intent to register –Your Portfolio, College Planning portfolio, Postsecondary Plans, Intent to Register
- Complete an ACT test prep session –College Planning, Test Prep, Begin Test Prep, ACT

Financial Aid Planning

- Do the Financial Aid Wizard -Financial Aid Planning, Your Plan
- Fill out the College Opportunity Fund Application –Your Portfolio, Financial Aid Planning Portfolio
- Do the Scholarship Finder – Financial Aid Planning, Scholarships, Scholarship Finder
- File the FAFSA online –Financial Aid Planning, Your Plan, File the FAFSA

* You must have 20 hours of community service in order to graduate! It is your job to document and submit this paperwork each year.