

District ICAP Plan Checklist

what must be in your ICAP Implementation Plan by September 30, 2010 (1 CCR 301-81):

- **Policies and procedures** are adjustments that meet or exceed the requirements required ICAP elements noted below and a clear designation of the **roles and responsibilities** of the student, parents and district staff; (2.02(1a))
- **Evidence of a plan** for ICAP implementation **based on recommendations** from school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers; 2.02(1b)
- Where possible, the district's demonstration that **professional development** is in place 2.02(1c)
- Effective September 30, 2011, each school counselor or school administrator shall ensure that every student in grades nine through twelve and their parents or legal guardians has **access and assistance** in the development of an ICAP. 2.02(1d)
- Beginning with a student's ninth grade year, the ICAP shall include **goals for the student** based on academic courses, career courses, electives and contextual and Service Learning opportunities aligned to the district's programs of instruction related to postsecondary and workforce readiness. 2.02(1e)
- ICAP access and assistance shall be **provided at a minimum, annually** in grades nine through twelve and should include participation by the student, parents or legal guardian, school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers as applicable 2.02(1f);
- **Each year's ICAP review** shall indicate any differences from the previous year's ICAP including but not limited to: goal revision, new postsecondary career and educational plans, financial aid opportunities and changes in academic courses 2.02 (1g);
- School counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers at middle schools and high schools shall collaborate to ensure that each student and their parents or legal guardians receive information and advising regarding the **relationship between the ICAP and postsecondary goals and expectations 2.02 (1h);**
- The ICAP and ICAP **related data shall be available upon request** to the student, parents or legal guardian, educators, and/or Approved Postsecondary Service Providers and **in both electronic and printable form;** Provisions to include a **means to insert ICAP related data into an electronic database** for an individual student and, if possible, in an automated fashion 2.02 (1j);
- Where possible, verification that the ICAP aligns with the **American School Counselor Association's** adopted standards 2.02 (1k).
- The **district shall establish specific policies** for school counselors, school administrators, school personnel and/or approved Postsecondary Service Providers to ensure every student has **access to and assistance in the development of an ICAP (2.02 (1))**
- **The Evaluation policies** shall include a method to evaluate the implementation and effectiveness of the standards set forth in 22-2-136(1) C.R.S. 2.03(2)

