

Module: Career and Education Planning

Topic: Creating an ePEP with FACTS.org

Competency: Students will:

- Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
- Identify secondary and postsecondary school courses and major areas of interest that meet tentative career plans.
- Explain the relationship between educational achievement and career success.

Length: 2 class periods

Objective: Using FACTS.org, students will compile information from a variety of resources to establish a four-year academic plan that supports his/her intended post-secondary goals.

Note to teacher: This lesson is split into two parts. The first part can be done in a classroom setting. **For some of the information the teacher should have access to a computer with internet access.** The second part of the lesson will require the use of a computer lab where each student has a computer work station with internet access.

Materials:

Students

Part 1: Handout 1, copy of report card or other school document, Social Security Number or official 10-digit Florida Student Identifier Number;

Part 2: Completed Handout 1, a copy of Handout 2, computer with Internet access, CHOICES Planner or CHOICES Explorer Portfolio, high school course information

Teachers

Computer with Internet access, students' legal names, dates of birth and Social Security Numbers and/or Florida Student Identification Numbers, copies of Handout 1 and Handout 2 for each student.

Description of Activity:

Part 1: Pre-planning activities for the ePEP (plan for one or two 50 minute class periods)

1. After students have completed an interest assessment and explored careers using Florida CHOICES Planner (or CHOICES Explorer), they should spend class time filling out the ePEP pre-planning form (Handout 1). Students should fill out as much of this form as possible before beginning their ePEP.

2. Students may require help with the following:

- First and last name as seen on school records.
- Date of birth as found on school records.
- Social Security Number.
- District student number.
- Create a log in of 8-30 characters with no spaces or special characters.
- Create a password of 5 to 8 characters with no spaces or special characters.
- Identify the district the students attend middle school.
- Write the full name of the middle school attending.
 - Example: Thomas Middle School is actually William Thomas Middle School.
- Identify the district the students will attend high school.
- Write the full name of the projected high school.
 - Example: Rickards High School is actually James Rickards High School.
- Identify the year the student will enter ninth grade.
- The students mark yes if they have explored careers with Florida CHOICES Planner.
- If the student used another career exploration program they should mark no and identify the program.
- Students should identify at least three careers they find interesting. Then they should identify the matching career cluster.
- Identify the career cluster for each career the student has chosen.
- Identify Major Areas of Interest offered at the student's school and assist them in matching one of their career interest areas with a Major Area of Interest at the projected high school.
- Based on the students Major Area of Interest and future career goals at the time of this plan, the students identify the type of diploma they would like to seek.
- Students should evaluate the level of rigor they need for each subject area they study. It may be helpful for students to participate in the lesson Evaluating Rigor Lesson, also included in the guide.
- Students planning on going to college will need to think ahead to what language they would like to pursue at their high school.

Part 2: Creating an ePEP (Plan for two 50 minute class periods)

Take students to the web site www.facts.org.

Go to "ePEP & High School Evaluations" button on the right side of the screen or the ePEP link found on the High School Planning menu.

View the tutorial that matches your entrance into 9th grade.

Use the attached direction sheet and create an ePEP account.

Each student should print 2 copies of their ePEP. One should be collected by the instructor and the other to be signed by the student, teacher/counselor and parent and returned.

Evaluation: Students will complete a four year high school plan of study in ePEP at FACTS.org.



Handout 1: ePEP Pre-Planning Activities
Module 6; Competency 25 a,b,c

Directions: Please complete the following items. This information will be used to set up your FACTS.org ePersonal Education Plan (ePEP).

Profile Information

Student Name (First and Last)
Student Birth Date (Month/Date/Year)
Social Security Number OR Florida Student Identifier
Middle School District
Middle School Name
Future High School District
Future High School Name
Year I will enter 9th grade

ePEP Settings

1. I want to take courses that will prepare me for:

- Admission to a 4-year university or college
Admission to a 2-year community college
Admission to a 2-year community college, but want to transfer to a 4-year university
Admission to a career technical center
Immediate work after high school graduation (I don't think I'll continue my education)

2. I want to take advanced courses in the following subject areas:

- English/Language Arts
Math
Science
Social Studies
Other:

3. I want to take foreign language courses in high school:

- Yes (if yes, circle a language below)
No

- Arabic Chinese French German Greek Haitian Creole Hebrew Italian
Japanese Latin Portuguese Russian Sign Language Spanish

4. I explored careers and created a profile using CHOICES Planner:

_____ Yes
_____ No (if no, what program was used) _____

5. The top three careers and their career clusters that I'm interested in are :

Career: _____ Cluster: _____

Career: _____ Cluster: _____

Career: _____ Cluster: _____

6. My top three choices for a major area of interest available at my future high school are:

First Choice: _____

Second Choice: _____

Third Choice: _____



Handout 2: Creating an ePEP Module 6; Competency 25 a,b,c

Accessing ePEP

To access the ePEP first go to www.facts.org home page and click the dark red ePEP & High School Evaluations icon on the right or use the main menu system on the left side of the homepage; select High School Planning> ePEP & High School Evaluations.

(Note: If Handout 1 was completed much of the information for the following steps can be taken from that handout.)

Step 1 - Creating an ePEP Login ID & Password

- Click on "New User? Create Login ID & Password."
- Create a login ID of 5-30 characters with no spaces or special symbols.
- Create a password of 5-8 characters with no special symbols.
- Re-enter the password to confirm.

FACTS.org will create an account using the Login ID and password provided if the ID has not been used by another student. In that case, the user will be prompted to create a different Login ID. It is recommended that the student record their user ID and password and keep this information secure.

If the user ID and password are accepted, the system will automatically proceed to the next step. At this point, the account has successfully been established, even if the user does not continue at this time.

Step 2 - Creating Profile Information

- Enter legal first name, as it appears on student records.
- Enter legal last name, as it appears on student records.
- Select date of birth using the drop down menus.
- Enter Social Security Number or official 10-digit Florida Student Identifier Number, whichever number is used by the District to report student grades.
- Select student type and provide appropriate district(s) and school name(s).
 - Middle School Students
 - Identify current middle school district.
 - Identify current middle school.
 - Identify projected high school district.
 - Identify projected high school.
 - High School Students
 - Identify current high school district.
 - Identify current high school.
- Select the year of entry to the 9th grade.

Step 3 – Creating ePEP Settings

(District and school information will be pre-populated. Each selection has a link with additional information.)

- Select high school diploma type.
- Select graduation track.
- Select high school graduation plan.
- Select career cluster.
- Select Major Area of Interest.

Inside the ePEP

Student Information (located at the top)

- Last Transcript Update - Located in the top right hand corner of the page. This tells the last time high school transcript information was received from the school district and uploaded into FACTS.org. Middle school students will not have a transcript as submissions generally do not begin until fall of 9th grade. A link is provided with additional information and help.
- Profile Information - Settings can be changed from the "My Profile Information" tab on the ePEP.
 - Student Name – Legal first and last name
 - Middle School – This field is seen if the student initiated a plan prior to high school.
 - High School – The current or projected high school
 - Graduation Year – System calculates by adding 4 school years to the date the student entered 9th grade.
- ePEP Settings - Settings can be changed from the ePEP Settings tab on the ePEP.
 - Graduation Plan – Indicates whether the student plans to graduate with a standard or special diploma. If seeking a standard diploma the student will choose the 4 year/24 credit graduation plans or the rigorous 3 year/18 credits.
 - Education Plan - Indicates the education plan the student intends to follow based on their post-secondary goals. This includes college preparatory, career preparatory, college/career preparatory, standard options and special diploma. A description of these options can be viewed by clicking the "ePEP Settings" tab on the ePEP.

Instruction Area

- The information in the instruction area is tailored to the student's ePEP Settings.
- The subject area and credit requirements for the selected graduation plan are listed down the left and right side of the ePEP.

Adding Classes

- Adding classes to a standard diploma ePEP must be done in the "Subject Area" view.
- A complete ePEP contains at least 24 credits of planned courses to meet the minimum state graduation requirements; districts and/or schools may have additional requirements.
- Click on "Add Course" from a subject line to begin adding courses.
- Complete the items in the Course Selection window and click "Add"; the ePEP will update with the newly planned course.
- Note- courses and Major Areas of Interest are specific to each school; students have the option of selecting dual enrollment and Florida Virtual School courses as well.
- Tip- A quick way to find out how many courses are planned for each grade level, change the Subject View to Grade Level View; students can easily see if they planned more than the allotted class periods.

Deleting Courses

- Deleting courses from a standard diploma ePEP must be done in the "Subject Area" view.
- Locate the column with the header "DEL" in dark red.
- Click the dark red X next to the planned course to be deleted; transcript courses cannot be deleted or altered in any way. If there are errors found on transcript courses, these issues should be reported to the school.
- A dialogue box will confirm the choice for deletion. To proceed, click "OK," the ePEP will update without the deleted course.
- Note – students should update their planned courses each year to reflect their actual enrollment; especially their Major Area of Interest courses.

- Tip - It is a good idea to keep planned courses as students progress in high school. Comments are generated based on those planned courses in the Summary Evaluation/Comments area at the bottom. If planned courses are deleted, the comment generated may display incorrectly.

ePEP Tabs

Counselor Notes – Student access notes from a teacher or counselor. The note might be a batch comment intended for a student group or an individual comment.

My Profile Information – The following information fields are updated or corrected here: name, date of birth, social security number, Florida student identification number, district, school name, and year of 9th grade entry.

My ePEP Settings – The following information fields are updated or corrected here: diploma type, graduation track, graduation plan, career cluster, major area of interest.

High School Evaluations – This section is only accessible to high school students who have successfully matched a transcript. (The first time a transcript match is possible for 9th graders is after October 1 of the 9th grade year.) The Evaluations compare student transcripts to course requirements for high school graduation, Bright Futures Scholarships, and state university system admissions. A course summary of transcript courses is also provided.

Sample Programs of Study - Students can view a sample program of study for any of the 16 career clusters with suggested coursework and associated college programs and careers. This information can be used as a guideline for creating a plan.

Compare – This is a tool shows what previous Florida high school graduates did after graduation based on their academic profile. Students can create an academic profile and see the percentage of graduates that continued their education at Florida's universities, community colleges, and career technical centers which may help them set goals for their own academic profile.

Print – This tab re-formats the ePEP and adds signature lines for the student, parent, and counselor or teacher.

Help - View frequently asked questions and helpful descriptions.

Evaluation of the ePEP

There are several tools built into the ePEP to help guide the student while planning.

In the instruction area, students will see the requirements needed for their specific graduation plan. If the student selected a College Prep, Career Prep, or College and Career Prep graduation plan, additional requirements are listed on the far right (in three columns labeled for academic electives, foreign language, and career tech electives). There is a dark red line prefaced by the phrase, "For your plan, you need," which connects to the number of credits required for each area. When a planned course counts toward a particular requirement, a red dot is added in the appropriate column and totaled at the bottom.

For example, students who selected a College Prep graduation plan will be required to complete 3 credits designated as academic electives and 2 credits in the same foreign language in order to meet State University System eligibility.

The Summary Evaluation at the bottom of the ePEP lists the required subject areas, number of credits required, and the number of planned courses. This area also displays comments based on planned courses. Notes in red indicate that the plan does not meet a goal the student has set. It is a good idea to keep planned courses as students progress in high school. Comments are generated based on those planned courses. If planned courses are deleted, the comment generated may display incorrectly.

Congratulations, you have started planning for your future. Be sure to check in at least once a year to evaluate what you have done.