Wisconsin Heights Academic and Career Planning Mission Statement:

Empowering ALL students through education and training to identify career pathways on their road to adulthood.

WISCONSIN PORTFOLIO COMPLETION STANDARDS: RECOMMENDED DEFAULT SETTINGS – DPI APPROVED

Completion Standards allow you to set the criteria that students are required to meet in order for their ACPs to be considered complete. Different completion standards can be set for each grade level, allowing the use of this feature for a single course, for graduation requirements, or to implement a progressive system where students complete more sections of their ACPs as they advance from one grade level to the next. Completion Standards support student engagement, rigor, and accountability of your implementation.

The following list of Completion Standards represents the Default Setting. These settings can be changed and adjusted for your local school district:

Criteria	Grade Level						
Career and Education Exploration	6	7	8	9	10	11	12
Career Matchmaker	X	X	X	X	X	X	X
My Skills			X		X		
Ability Profiler*							
Learning Styles Inventory	X		X		X		
My Saved Careers	X	X	X	X	X	X	X
Minimum number of careers	1	2	3	4	4	4	4
Career Selector			X		X		
My Saved Schools			X			X	X
Minimum number of schools			1			2	3
School Selector						X	
Financial Aid Selector							X
Four Year Education Plan	6	7	8	9	10	11	12
Education Plan: Grade 9							
Minimum number of credits _____							
Education Plan: Grade 10							
Minimum number of credits _____							
Education Plan: Grade 11							
Minimum number of credits _____							
Education Plan: Grade 12							
Minimum number of credits _____							
Career Planning	6	7	8	9	10	11	12
My Saved Clusters		X	X	X	X		
Career Planning Activities**			X		X	X	
Minimum number of activities			1		2	3	
Post-Secondary Plan							X
Career and Life Goals			X	X	X	X	X

Criteria	Grade Level						
Activities and Abilities	6	7	8	9	10	11	12
Hobbies & Interests	X	X	X	X	X	X	X
Minimum number of activities	1	1	2	2	3	3	3
Extracurricular Activities	X	X	X	X	X	X	X
Minimum number of activities	1	1	2	2	3	3	3
Skills and Abilities			X	X	X	X	X
Minimum number of skills/abilities			1	1	2	2	3
Awards and Certificates							
Work Experience							
Volunteer Experience							
Minimum number of hours							
Annual Portfolio Development Activities	6	7	8	9	10	11	12
Annual Portfolio Review***							
Review & Revise****	Yes_____			No X			
My Journal	6	7	8	9	10	11	12
My Journal	X	X	X	X	X		
Minimum number of entries	1	1	1	1	2		

PLEASE CONTACT CAREER CRUISING SHOULD YOU WISH TO RESET THE PORTFOLIO COMPLETION STANDARDS AND ACTIVATE YOUR OWN – THE ABOVE IS THE RECOMMENDED STATE-WIDE SETTINGS, BUT THEY ARE NOT MANDATED. clientsupport@careercruising.com

*Please note: Advisors must participate in a web-based training session before the Ability Profiler can be activated for a school.
** Please see below for information on specifying particular activities for completion.
***The Annual Portfolio Review is completed by the advisor or counselor, not by the student
****With the Review & Revise option, students must indicate that they have reviewed and revised the information in each of the required portfolio sections. The Review & Revise flags are cleared on **June 30th** of each year, resetting students' completion status to 0%. No other student-entered data is cleared in this process. When active, Review & Revise applies to all students—it cannot be configured by grade level.

Career Planning Activities
You can specify particular activities that students must record in their Portfolios.

Criteria	Grade Level						
Career Planning Activities	6	7	8	9	10	11	12
Attend a career/job fair							
Attend a college/training fair							
Attend a skill, career or tech center							
Attend camp (music, sports, arts)							
Complete a job search workshop							

Career Cruising

ACP Team Meetings/Training: 2nd Wednesday each month

Wednesday August 23rd - 1st meeting
Wednesday August 30th - In-Service
September 13th
October 11th
November 8th
December 13th
January 10th
February 14th
March 14th
April 11th
May 9th
June 13th

Student Classroom Work Days: 1st Friday each month

September 8th - Student Introduction
October 6th
November 3rd
December 1st
January 5th
February 2nd
March 2nd
April 6th
May 4th
June 1st