



ADMINISTRATIVE PROCEDURE

PERSONAL EDUCATION PLAN (THE PEP)

5130

Procedure No.

October 1, 2011

Date

- I. **PURPOSE:** To provide the Personal Education Plan (The PEP) as a tool that will help students and parents/guardians plan, with the school counselor, for high school graduation and college and/or career preparedness. It introduces career academies, encourages critical thinking about future planning, connects the students' strengths and weaknesses and likes and dislikes to career possibilities. The PEP involves parents/guardians in the process by providing the forum in which families can express their goals for their children and helps them access resources for future planning. The PEP follows students from grades 1-12. Counselors can build upon and modify students' responses from previous years and align students' academic progress and programs to their career interests. Teachers will have viewing access to the PEP and may provide additional comments.

- II. **BACKGROUND:** The Personal Education Plan (The PEP) is a revision of the Individual Learning Plan by a task force of counselors, principals, and district personnel. The PEP supports Secondary School Reform goals related to college/career readiness. Data from the PEP will be used to inform the District, school, and classroom decisions. The PEP will be managed on-line beginning in the academic school year 2011-2012.

- III. **PROCEDURES:**
 - A. The PEP is mandatory for grades 1, 4, 7, 9 and 11:
 1. A student enrolled in one of these grades will have a one-on-one PEP talk with their school counselor using the appropriate grade level form. (See Attachment 1)
 2. The counselor is expected to complete the PEP form in the identified years (grades 1, 4, 7, and 9). The identified years are the minimal requirement. The PEP can be completed in other years, but must be completed in the identified grade levels.
 3. Parents/guardians will be given an explanation of the PEP and notified via a systemic form of the PEP meeting which provides them participation options. (See Attachment 2) The form is to be completed, signed and returned to the school counselor and will be placed in the student's permanent file.
 4. A feedback form is provided to parents/guardians who are unable to attend the PEP conference. (See Attachment 3)
 5. Completion targets are set by the Division of Student Services and monitored on-line.

 - B. All Special Education Centers and non-public students are exempt. CRI students will be included in the PEP.



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- C. The PEP grade forms and attachments will be translated to Spanish but will not be available on-line in Spanish.
- D. The PEP forms may also be used for students new to the school system, and for students re-entering school after a suspension or expulsion.
- E. The Principal will ensure that a PEP is completed for all students in the designated grades each year.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Student Services and will be updated as necessary.
- VI. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VII. **EFFECTIVE DATE:** October 1, 2011.

Approved by:
William R. Hite
Superintendent of Schools

Attachments: Attachment 1, Personal Education Plan (PEP) Form
Attachment 2, Personal Education Plan (The PEP) Purpose
Attachment 3, Feedback on Personal Education Plan (PEP) to
Parents/Guardians

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12