



Individual Career and Academic Planning (ICAP) Guidance

Overview

The Individual Career and Academic Plan (ICAP), as outlined in [HF2392](#), beginning in 2016 and updated in 2022, requires each school district to ensure each student reviews and revises an individualized career and academic plan each year beginning in 8th grade and continuing until graduation. ICAP is a series of high-quality career-related activities and experiences that provide a platform for students to engage in the development of self-reflection, career research and exploration of postsecondary opportunities and apply and align their learning with their personal path and goals.

Minimum ICAP Requirements

- a. The plan shall be developed to achieve, at minimum, the following:
 - (1) Prepare the student for successful completion of the core curriculum developed by the state board of education pursuant to section 256.7, subsection 26, by the time the student graduates from high school.
 - (2) Identify the coursework and work-based learning needed in grades nine through twelve to support the student's postsecondary education and career options.
 - (3) Prepare the student to successfully complete, prior to graduation and following a timeline included in the plan, the essential components of a career information and decision-making system that meets standards adopted by the state board of education in accordance with subsection 4.
 - (4) Prior to graduation, advise the student how to successfully complete the Free Application for Federal Student Aid (FAFSA).
- b. The student's parent or guardian shall sign the student's career and academic plan, and the signed plan shall be included in the student's cumulative records.

District Career and Academic Plan (DCAP)

Each school district in Iowa is required to have an established district career and academic plan (DCAP) that details how the district will provide support for each student's work surrounding their individual career and academic plan (ICAP). The district plan is reviewed, revised and updated internally on a regular basis to ensure individual student planning (ICAP) is implemented by the established district career and academic planning team.

At a minimum, the district plan shall include the following components:

- The activities to be undertaken in each grade level (8-12) to achieve the ICAP requirements;
- Integration of the district plan with the district's comprehensive school improvement plan and school counseling program plan;
- The designation of a team of educational practitioners to establish, implement, review, coordinate activities and regularly consult with representatives of employers, state and local workforce agencies, higher education institutions and postsecondary training programs to ensure activities are relevant and aligned with the labor and workforce needs of the region and state.
- Outlined integration of a state-approved career information system (CIS) in the student ICAP.

Established District Team

Each school district in Iowa is required to have an established district team that develops and implements the district career and academic plan. The established district team is designated by the superintendent and includes but is not limited to a school administrator, school counselor(s), teachers, including career and technical education teachers and individuals responsible for coordination of work-based learning (WBL) activities.

The district team is responsible for the following:

1. Fully implementing the district plan to include coordination of ICAP activities that embed the ICAP essential components into classroom instruction and additional identified areas of student learning throughout the school district's educational program.
2. Annually reviewing and revision of the district plan and as necessary, present to the school board revisions and updates to the district plan.
3. Coordination and implementation of the district selected, state-approved, career information system (CIS) into the DCAP to support the individual student planning process.
 - a. A list of approved CIS that meet established guidelines can be found on the Iowa Department of Education's Career and Academic Planning site.
 - b. A district team that chooses to not implement a state approved CIS but uses a state established supplemental CIS must outline, within the district career and academic plan, the tools and resources utilized to meet the ICAP requirements supported by an approved CIS.

Collection and Evaluation of District Career and Academic Plans

Beginning with the 2021-2022 school year and all subsequent school years, the district plan (DCAP) will be required to be submitted to the Regional Planning Partnership (RPP). As stated in IAC 281-46.10(4b), one of the required duties of Regional Planning Partnerships is to collect and review all career and academic plans required under 218-Chapter 49. The deadline for yearly submission will be established by the individual RPP and the process for collection and evaluation will be determined by the RPP with support from the Iowa Department of Education.

Districts that fail to submit their DCAP or submit a DCAP that is not in "substantial compliance" of the outlined requirements of ICAP are subject to additional monitoring established for districts under 281- Chapter 12. Furthermore, districts that fail to submit a DCAP or provide a poor plan for supporting ICAP are required to submit an action plan that outlines the steps that will be taken to take corrective action to meet ICAP requirements and DCAP submission requirements.

Additional District Requirements

The district will collect and maintain evidence of completed individual student ICAP requirements. The evidence must be stored in the student's cumulative record as outlined in 281.12.3(4) which does allow for electronic storage.

Each year, the district will submit ICAP data to the state as a component of the school's comprehensive school improvement plan. The required data includes student completion of ICAP requirements as well as student use of the district selected, state-approved career information system (CIS).