



State of Arizona  
Department of Education  
Academic Achievement Division

**Tom Horne**

Superintendent of Public Instruction

**May 6, 2008**

Dear Superintendent/Principal/Charter Holder Administrator,

**On February 25, 2008 the State Board of Education adopted Board Rule R7-2-302.5 establishing an Arizona Education and Career Action Plan (ECAP) be completed for every student in grades 9-12 effective in the fall of 2009, with the entering Class of 2013. Plans must incorporate a student's academic goals, career goals, postsecondary education goals and extracurricular activities. The exact rule language is enclosed and can also be found on the ADE Hot Topics website at <http://www.ade.az.gov/asd/downloads/EducationandCareerActionPlan.doc>.**

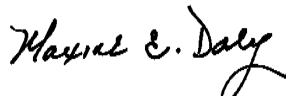
The implementation of a student planning process is a priority for Superintendent Horne. The ECAPs provide schools the opportunity to meet the needs of all students, helping them to establish and to attain their goals in collaboration with parents and school personnel. The plans are to be developed in 9<sup>th</sup> grade and reviewed and updated **at least** annually. ECAPS are based upon the rigorous standards of the American School Counselors Association.

Research demonstrates that planning positively impacts student course selection, student achievement, and school improvement. Students are encouraged to become fully involved in making decisions about their learning and about attaining their goals. ECAPs will provide the relevant connection between what students learn in the classroom and the role they will assume in the workforce of the 21<sup>st</sup> century. Parents will have increased opportunities to be involved in their children's education. Schools will benefit from more rigorous course selection by students, increased student achievement, increased motivation by students, increased attendance and better student engagement in learning.

ADE is committed to instituting professional development to assure that our high schools are well prepared to implement an ECAP process by 2009. Through partnerships with the Arizona School Counselor Association, NAU GEARUP and the Arizona School Charter Association; we will be holding workshops, presenting at conferences and providing regional technical assistance for educators in order to assure their readiness to help all incoming 2009 freshmen develop their initial plans. Our Innovative and Exemplary Programs Unit, in collaboration with our Career and Technical Education Unit and the Arizona School Counselors Association have already filled two ECAP training events for this summer and will be presenting multiple sessions at the CTE Summer Conference. We are planning additional opportunities for late summer or early fall.

ECAPs represent a positive, systemic strategy for personalizing the school experience. We believe they can be a catalyst for helping students assume greater responsibility for their educational achievement. We are committed to assisting you in this implementation. You are encouraged to contact us for assistance.

Sincerely,



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Enclosure - 1



**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**

Superintendent of Public Instruction

**EDUCATION AND CAREER ACTION PLAN (ECAP)**

**R7-2-302.05**

**(Approved on February 25, 2008)**

**Arizona Education and Career Action Plan for Students in Grades 9-12**

- A. Effective for the graduation class of 2013, schools shall complete for every student in grades 9-12 an Arizona Education and Career Action Plan (“ECAP”) prior to graduation. Schools shall develop an Education and Career Action Plan in consultation with the student, the student’s parent or guardian and the appropriate school personnel as designated by the school principal or chief administrative officer. Schools shall monitor, review and update each Education and Career Action Plan at least annually. Completion of an Education and Career Action Plan shall be verified by appropriate school personnel.
- B. An Arizona Education and Career Action Plan shall at a minimum allow students to enter, track and update the following information:
1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement;
  2. Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities; and evaluating educational requirements;
  3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans; and
  4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work-related activities, leadership opportunities, and other activities.