



Career Readiness Wisconsin District ACP Assessment and Action Plan Guide

Summary of Career Readiness Related Educational Resources (ACP Goals 1 – 22)



Academic and Career Planning (ACP) is a critical component of career readiness. Therefore, it is important to create a career readiness team that will evaluate, reflect, set goals and create an action plan. This action plan should be embedded into your district's [continuous improvement process](#).

After completing the District ACP Self-Assessment and identifying goals for district growth, use this document to reference career readiness educational resources relating to the specific goals.

Reach out to Gwen Janke, Director of College & Career Readiness at CESA 10 for additional support on Academic & Career Planning.

Summary of Goals Identified through District ACP Assessment:

Goal #1: Create a District Career Readiness Team

Goal #2: Investigate our District's Career Readiness Data and Investigate the Root Cause of Identified Gaps

Goal #3: Create an ACP Graduate Profile

Goal #4: Improve the ACP/Career Readiness Culture and/or Leadership in our District

Goal #5: Improve our District's ACP/Career Readiness Policies and Planning

Goal #6: Improve ACP/Career Readiness Professional Development for All Staff in our District

Goal #7: Improve Family Engagement in our District's ACP/Career Readiness Process

Goal #8: Improve the Individualized ACP/Career Readiness Support our District Provides to our Students

Goal #9: Improve Community Partnerships that will Enhance and Support our District's ACP/Career Readiness Process

Goal #10: Improve Access and Support for Students of Color and/or from Special Populations to Engage in the ACP/Career Readiness Process in our District

Goal #11: Map out Where ACP Components are Happening in our District and Look for Gaps Based on our District's ACP Graduate Profile

Goal #12: Develop or Enhance Job Shadowing Opportunities for Students

Goal #13: Develop or Enhance Opportunities for Students to Learn How to Write Resumes and Cover Letters

Goal #14: Develop or Enhance Mock Interview Opportunities for Students

Goal #15: Develop or Enhance ACP Conferences and/or One-On-One Advising

Goal #16: Develop or Enhance ACP Final Project Presentation Opportunities for Students

Goal #17: Develop or Improve our District's ACP Scope and Sequence

Goal #18: Integrate ACP/Career Readiness into All Classrooms

Goal #19: Integrate ACP/Career Readiness into Grades K-5

Goal #20: Integrate Social Emotional Learning (SEL) into ACP

Goal #21: Enhance or Expand Financial Literacy in Academic & Career Planning

Goal #22: Investigate Student ACP Accountability Measures (high school credit, graduation requirement, etc.) and Develop a Proposal to Enhance Student ACP Accountability in the District



**Refer to the CESA 10 College & Career Readiness Website to
Access a Detailed Learning Guide with
Additional Information for Goal Resource Summary**

**Reach out to CESA 10 College & Career Readiness
Team Members for Additional Assistance!**

<https://ccr.cesa10.org/>

Goal #1: Create a District Career Readiness Team	
Recommended Resource Learning Guide	Goal 1 - CLICK HERE for DETAILED Learning Guide Resources: 1. Career Readiness Team email invitation template 2. Creating a Career Readiness Team and Action Plan slide deck and Webinar recording 3. Career Readiness Wisconsin: District ACP Assessment and Action Plan Guide (will force a local copy) 4. Xello Launch Toolkit and Bringing Xello to Life 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own benchmark(s) based on the example below: • By December 1, gather your district ACP team and complete the ACP action plan with the District Readiness team using the District PD calendar below.

Goal #2: Investigate our District's Career Readiness Data and Investigate the Root Cause of Identified Gaps	
Recommended Resource Learning Guide	Goal 2 - CLICK HERE for DETAILED Learning Guide Resources: 1. Using Career Readiness Data to Measure ACP Quality, Effectiveness & Equity 2. WEC Evaluations 3. ACP Evaluation Toolkit 4. ACP Community of Practice - scroll down to "Career Readiness Indicators: Using Data" 5. Hosting a Data Walk 6. Root Cause Analysis: The 5 Best Tools with Examples and Steps 7. About Reports in Xello 6-12 8. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own benchmark(s) based on the example below: • By December 1, collect ACP district data and complete a Root Cause Analysis with the ACP team to determine annual goals.
CESA 10 Additional Support 	CESA 10 districts who are part of the Perkins V consortium will be provided additional support for their career education data indicators. Please reach out to the CESA 10 College & Career Readiness team for additional information. • https://ccr.cesa10.org/

Goal #3: Create an ACP Graduate Profile	
Recommended Resource Learning Guide	Goal 3 - CLICK HERE for DETAILED Learning Guide Resources: 1. The Why for Creating a Profile of a Graduate 2. Portrait of a Graduate Design Process 3. Promising Practices: High schools, communities set visions for reforms 4. ACP Implementation: District Self-Assessment 5. Local examples: a. HSSD Graduate Profile b. Kettle Moraine Graduate Profile c. New Berlin Graduate Profile 6. Redefining Ready: Career Ready Research 7. Wisconsin Redefining Ready 8. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own benchmark(s) based on the example below: • By January 31st, the District Career Readiness Team will complete creation of a district ACP Graduate Profile and submit the profile to the board of education for approval.
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on Wisconsin Redefining Ready and other CESA 10 resources relating to creating your own district profile of a graduate. • https://ccr.cesa10.org/redefining-ready

Goal #4: Improve the ACP/Career Readiness Culture and/or Leadership in our District	
Recommended Resource Learning Guide	Goal 4 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Community of Practice (scroll down to “Developing ACP Culture” webinar) 2. What Makes a Good School Culture? 3. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own benchmark(s) based on the example below: By December 1, create an ACP action plan with the District Readiness team using the District PD calendar below to create/improve school culture around Academic and Career Planning

Goal #5: Improve our District's ACP/Career Readiness Policies and Planning	
Recommended Resource Learning Guide	Goal 5 - CLICK HERE for DETAILED Learning Guide Resources: 1. WEC Evaluations 2. Strategies for Special Population Success: Practical Tips and Tools for Educators 3. Xello Launch Toolkit 4. Wisconsin Sample ACP Program 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, adopt and implement one identified WEC best practice at the middle school and high school



Goal #6: Improve ACP/Career Readiness Professional Development for All Staff in our District	
Recommended Resource Learning Guide	Goal 6 - CLICK HERE for DETAILED Learning Guide Resources: 1. CESA 3 ACP 101 2. Content-Career Connections 3. Educator Module for Using LMI with Students 4. Xello PD: a. Bringing Xello to Life b. Xello Support 5. CESA 10 College & Career Readiness
Recommended Staff	All Staff – Career & Technical Education (CTE), Core Content, Special Education, etc.
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By August, schedule an ACP 101 refresher staff workshop • By April, invite Staff to bring one lesson embedding ACP in the classroom that they can share in small groups during in-service to generate a repository of ideas and best practices

Goal #7: Improve Family Engagement in our District's ACP/Career Readiness Process

Recommended Resource Learning Guide	Goal 7 - CLICK HERE for DETAILED Learning Guide Resources: 1. Career Conversation Starters 2. UW-Extension Social & Emotional parenting resources 3. Pathways Matter to Families 4. National Standards for Family-School Partnerships Implementation Guide 5. Families and College and Career Readiness: What Schools Can Do to Engage Families in the Individualized Learning Plan (ILP) Process 6. Welcome Families to Xello 7. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team, School Counselors, Teachers and Parents
Benchmark(s) you could use for this goal	Please complete your own benchmark(s) based on the example below: • By May 31st, plan and implement one new parent engagement initiative specific to Career Readiness at the middle school and high school.

Goal #8: Improve the Individualized ACP/Career Readiness Support our District Provides to our Students

Recommended Resource Learning Guide	Goal 8 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Community of Practice (scroll to 'Equity in ACP,' 'ACP and Social Emotional Learning,' 'Final Projects,' and 'ACP and Special Education') 2. Meaningful Career Conversations 3. Kansas Career Advising Model (example which could be used to build a district advising model) 4. Strategies for Special Population Success: Practical Tips and Tools for Educators 5. TIG Self-Directed CCR IEP Guide 6. Eight Components of College and Career Readiness Counseling 7. Engaging Special Populations in CTE 8. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Leadership Team, All Staff, Special Education teachers and students with IEPs , School Counselors
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, plan and implement an individualized ACP advising meeting with each 8th and 11th grader.

Goal #9: Improve Community Partnerships that will Enhance and Support our District's ACP/Career Readiness Process

Recommended Resource Learning Guide	Goal 9 - CLICK HERE for DETAILED Learning Guide Resources: 1. Using Work-Based Learning to Prepare Students for Career Success 2. Inspire Toolkit 3. Business and Industry-Partner Career Conversations (PDF) 4. Articles: a. Why have an advisory board? b. ENCORE POST: Advisory Boards from the Employer's Perspective c. ENCORE POST: Advisory Boards: Burden or Boon? 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team, School Counselors, Community Partners, Administrators
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By January 30th, engage 5 new local businesses in offering some type of work-based learning experience
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on how to connect with our Business & Industry Partnership Consultant to provide assistance with connecting to your area employers and building stronger community partnerships. https://ccr.cesa10.org/business-industry-partnerships





Our Business & Industry Partnership services connect CESA 10 staff and students with high-quality, engaging learning experiences in collaboration with our region's top employers and community partners. Connecting our K-12 students with career learning opportunities helps reinforce passion and confidence in their academic and career journey and helps grow, strengthen and diversify our regional workforce.

Goal #10: Improve Access and Support for Students of Color and/or from Special Populations to Engage in the ACP/Career Readiness Process in our District	
Recommended Resource Learning Guide	Goal 10 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Community of Practice 2. Advising Undocumented Students 3. Strategies for Special Population Success: Practical Tips and Tools for Educators 4. TIG Self-Directed CCR IEP Guide 5. Engaging Special Populations in CTE 6. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team, All Staff, Special Education teachers and students with IEPs, School Counselors
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, plan and implement two new initiatives to improve access and support for students of special populations.



Goal #11: Map out Where ACP Components are Happening in our District and Look for Gaps Based on our District's ACP Graduate Profile	
Recommended Resource Learning Guide	Goal 11 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Implementation: District Self-Assessment 2. ACP Evaluation Toolkit 3. Table of ACP Components 4. ACP Community of Practice 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, map out where ACP components are happening in our district, identify gaps and create a plan for improvement.

Goal #12: Develop or Enhance Job Shadowing Opportunities for Students

Recommended Resource Learning Guide	Goal 12 - CLICK HERE for DETAILED Learning Guide Resources: 1. Virtual Job Spotlight Guide 2. Virtual Career Symposium 3. ACTE "Delivering Real World Experiences through Work-Based Learning" 4. CESA 8 Virtual Job Spotlight Channel 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team and 6-12th Grade Students / Parents
Benchmark(s) you could use for this goal	Please complete your own benchmark(s) based on the example below: • By January 31st, identify at least three employers who have agreed to provide an in person or virtual job shadow
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on how to connect with our Business & Industry Partnership Consultant to provide assistance with creating unique job shadowing opportunities for your students • https://ccr.cesa10.org/business-industry-partnerships



Job Shadows

Our student-facing Job Shadow program helps 10th-12th grade students and district staff connect students to full or half-day experiences in a pathway of their choice.

Goal #13: Develop or Enhance Opportunities for Students to Learn How to Write Resumes and Cover Letters

Recommended Resource Learning Guide	Goal 13 - CLICK HERE for DETAILED Learning Guide Resources: 1. Cover letter / Letter of Introduction Writing Lesson Plan 2. Lesson Plan: Resume Writing for Teens 3. Resume Writing 4. High School Resume Examples and Writing Tips 5. CESA 10 College & Career Readiness
Recommended Staff	High School Teachers, School Counselors and High School Students
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, 100% of seniors will have created a resume and cover letter.

CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on how to connect with our Business & Industry Partnership Consultant to provide assistance with developing or enhancing opportunities for students to learn how to write resumes and cover letters • https://ccr.cesa10.org/business-industry-partnerships
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Goal #14: Develop or Enhance Mock Interview Opportunities for Students	
Recommended Resource Learning Guide	Goal 14 - CLICK HERE for DETAILED Learning Guide Resources: 1. How to Run a Mock Interview with Your Students 2. 40 Interview Questions for Students (With Examples) 3. Mock Interview Feedback Form 4. Job Interviews (Part 1): Do's and Don'ts of Mock Interviews 5. Job Interviews 6. CESA 10 College & Career Readiness
Recommended Staff	Resources 1-3 are for District Career Readiness Team use Resources 4 and 5 can be used by high school students Resource 5 is also for teacher and school counselor use
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, at least 50% of seniors will have participated in a mock interview before graduation
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on how to connect with our Business & Industry Partnership Consultant to develop a mock interview event for your students • https://ccr.cesa10.org/business-industry-partnerships



Mock Interviews

Assistance recruiting employers for Mock Interview events at your school. We can help with planning, business and community contacts and programming on the day of the event.

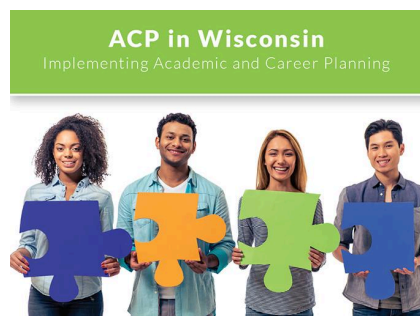


Goal #15: Develop or Enhance ACP Conferences and/or One-On-One Advising	
Recommended Resource Learning Guide	Goal 15- CLICK HERE for DETAILED Learning Guide Resources: 1. Career Conversation Starters 2. Kansas Career Advising Model - Advisor Guide 3. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 31st, adopt and implement one method for improving ACP conferencing or one-on-one advising



Goal #16: Develop or Enhance ACP Final Project Presentation Opportunities for Students	
Recommended Resource Learning Guide	Goal 16 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Final Projects for Wisconsin Educators 2. ACP Community of Practice (scroll to “Final Projects”) 3. Pitch 4. Lena School District Senior Portfolio Presentation Guidelines and Rubric (presentations to MS students) 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By May 202X, 100% of seniors will create and present a senior portfolio before graduation
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on ways to utilize Personal Finance as a way to integrate aspects of ACP using a personalized project-based learning student assessment. Contact gjanke@cesa10.k12.wi.us for information.

Goal #17: Develop or Improve our District's ACP Scope and Sequence	
Recommended Resource Learning Guide	Goal 17 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Community of Practice (scroll to 'Creating Your ACP Calendar' and 'District ACP Plan') 2. Wisconsin ACP Lessons 3. Wisconsin Sample ACP Program 4. Wisconsin ACP and Xello Scope & Sequence 5. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team, Administrators, Students, School Counselors
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By second semester, commit to devoting 30 minutes per month per grade level to ACP programming and use the suggested resources in the Wisconsin Sample ACP Program to deliver that programming.



Goal #18: Integrate ACP/Career Readiness into All Classrooms	
Recommended Resource Learning Guide	Goal 18 - CLICK HERE for DETAILED Learning Guide Resources: 1. ACP Community of Practice (scroll to 'ACP in the Classroom') 2. What Is Linked Learning? 3. Content/Career Connections charts 4. Talking to Students about LMI 5. Virtual Career Spotlights a. CESA 1 Virtual Career Symposium b. CESA 8 Virtual Job Spotlights 6. CESA 10 College & Career Readiness
Recommended Staff	Most resources are appropriate for the District Career Readiness Team, Curriculum & Instruction Director and Teachers. Virtual Career Spotlights are designed for student and teacher use.
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By January 31st, each Staff member will commit to delivering one specific ACP-embedded lesson before May 31st (such as the LMI module)

CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on employability skills and how to utilize 16 instructional strategies to incorporate employability skills into PK-12 curriculum. • https://ccr.cesa10.org/employability-skills Contact Gwen Janke, Director of College & Career Readiness at CESA 10 for additional workshop opportunities for staff.
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Goal #19: Integrate ACP/Career Readiness into Grades K-5	
Recommended Resource Learning Guide	Goal 19 - CLICK HERE for DETAILED Learning Guide Resources: 1. Pewaukee Lake Elementary ACP 2. Elementary School Career Conversations 3. EverFi K-12 Resources 4. How Forest Hills School District is Introducing Career Exploration to Elementary Students Using a Full K-12 Solution 5. Sign-Up Genius (50 Career Day Ideas & Activities) 6. ACP Community of Practice (scroll to 'Developing ACP Culture') 7. CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team, Administrators, Elementary Teachers, Parents. Some elements of EverFi are designed to be used with elementary students
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: • By August 202X, create an elementary scope and sequence of ACP activities for Grades K-5.
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on connecting with our PK-12 STEM Consultant to integrate innovative methods of instruction to provide students with enriched opportunities to practice career readiness skills at a young age. • https://ccr.cesa10.org/pk12-stem Visit the website for additional information on connecting with our Business & Industry Partnership Consultant to assist with providing PK-5 career readiness opportunities with area employers, such as the Lunch and Learn events. • https://ccr.cesa10.org/business-industry-partnerships



Collaboration and Consultation

Collaboration at your site
[Pre-recorded Video PD on demand](#)
[Carnegie STEM Excellence Pathway](#)
[Project Lead the Way Training and Support](#)
[Out-of-school time programming support \(after school, summer\)](#)



Opportunities for PK12 Students

New opportunities arriving daily - - check out the live feed below.
[Engineering Machine Design Contest](#)
[STEMJEN Road Show](#)
[On-site or virtual enrichment classes](#)



STEM Gear for Your Classroom

All gear comes with classroom lessons, tech tips, and complete on-site support.
 Robotics kits - VEXGo (grades 1-5) and VEXIQ (grades 5-9), Sphero mini
 Video production (green screen, stop motion, live action, etc.)
 Green energy exploration kits
 and more!



Career Lunch and Learn

Assistance arranging career guest speakers to visit your classroom or work with individual/small groups of students for a targeted career learning opportunity or project.

Goal #20: Integrate SEL into ACP

Recommended Resource Learning Guide

[Goal 20 - CLICK HERE for DETAILED Learning Guide Resources:](#)

1. [ACP Community of Practice](#) (scroll to 'ACP and Social-Emotional Learning')
2. [How Xello Supports Wisconsin's Social and Emotional Competencies](#)
3. [Compassion, Character, Mental Wellness: Free Digital SEL Lessons](#)
4. [Social Emotional Learning: Ensuring Students Build Essential Skills and Maintain Their Mental Health Even if They're Out of the Classroom](#)
5. [Why High School SEL Programs Feel 'Lame'--and How to Fix Them](#)
6. [WI Social Emotional Learning & Employability Skills Crosswalk](#)
7. [CESA 10 College & Career Readiness](#)

Recommended Staff

District Career Readiness Team, Classroom teacher, School counselor. **NOTE:** Free Digital SEL Lessons are meant to be used with students K-12

Benchmark(s) you could use for this goal	Please complete your own, based on the example below: By January 31st, plan and implement one new SEL initiative in conjunction with ACP programming at the MS/HS levels.
Other DPI Resource 	Please visit the DPI Social Emotional Learning website for additional information: https://dpi.wi.gov/sspw/mental-health/social-emotional-learning

Goal #21: Enhance or Expand Financial Literacy in Academic & Career Planning

Recommended Resource Learning Guide	Goal 21 - CLICK HERE for DETAILED Learning Guide Resources: Money Matters: Financial Education Courses for Kids MoneyPath from SecureFutures Test Drive Digital by Royal Credit Union Junior Achievement Financial Literacy Programs Careers and Lifestyle Costs CESA 10 College & Career Readiness
Recommended Staff	District Career Readiness Team, PK-12 Community Volunteers, PK-12 Students, High School
Benchmark(s) you could use for this goal	Please complete your own, based on the example below: By the fall of 202X, complete the process of identifying which recommended resources provided in this guide can be implemented into PK-12 curriculum using the input and advice from outside stakeholders.

Goal #22: Investigate Student ACP Accountability Measures (high school credit, graduation requirement, etc.) and Develop a Proposal to Enhance Student ACP Accountability in the District

Recommended Resource Learning Guide	Goal 22 - CLICK HERE for DETAILED Learning Guide Resources: About Reports in Xello 6-12 Redefining Ready: Career Ready Research Wisconsin Redefining Ready Chicago Public Schools Learn.Plan.Succeed. Requirements Niagara High School Academic & Career Plan CESA 10 College & Career Readiness <u>NOTE:</u> See Goal #16 on ACP Final Projects for Additional Info.
Recommended Staff	District Career Readiness Team, PK-12 Community Volunteers, PK-12 Students, High School
Benchmark(s) you	Please complete your own, based on the example below:

could use for this goal	By the fall of 202X, complete the process of exploring ACP high school graduation requirements, including a potential portfolio using the input from outside stakeholders.
CESA 10 Additional Support 	Visit the CESA 10 College & Career Readiness website for additional information on Wisconsin Redefining Ready and other CESA 10 resources relating to creating your own district profile of a graduate. https://ccr.cesa10.org/redefining-ready



What is College and Career Ready in Wisconsin?

Public schools are working to graduate every child ready for college and career. In addition to knowing academic content areas, the Wisconsin way of college and career readiness values skills and habits. Our graduates must be critical thinkers, communicate effectively, collaborate with others, and solve real-world problems. They must have the knowledge, skills, and successful dispositions in post-secondary education and training for gainful employment. Today's workplace requires that all workers be lifelong learners to advance in their careers.



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