



STUDENT SERVICES INFORMATION

Individual College & Career Plan Guide (ICCP)

Overview

Top State for Talent Requirement: 8th graders will use their career interest and career aptitude inventory results to complete an Individual College & Career Plan in consultation with their parent(s)/legal guardian(s) to guide registration for 9th-12th grade courses.

Persons responsible: School Counselors / Advisors

- ❖ ICCPs can be completed when the calendar year rolls to the next year (January 20, 2026)

Strategic Action 4: Advance student and employee health, wellness, and support structures

- ❖ **Initiative Statement #1:** Establish a comprehensive school-wide counseling, academic, and career coaching and advisement program

Pre-Work

1. Prepare Course Offerings:

- Review the [HS College & Career Readiness Guide](#)
- Collaborate with feeder high schools to confirm 9th-12th grade courses.
- Feeder high school should complete the course plan template for 9th-12th grade with the courses and course numbers. Updated information on this process can be found in our companion guide: [Course Plan Template Submission](#)
- Feeder high school should submit the completed course plan template via an Incident IQ ticket, tagging Malik Hayes.

2. Academic Planner Set-up

- Information Services will:
 - i. Pre-populate core subjects ELA, Math, Science, Social Studies, Health/PE based on the HS sequencing.
 - ii. Apply the General Diploma for all 8th grade students in January.
 - 1. If a new student enrolls, the school counselor will have to add the academic program.
 - iii. Confirm with each high school that their Course Plan Template is set up as requested.

3. Requesting and Granting Access for 8th Grade Access

- Infinite Campus offers several methods for selecting their class schedule and electives for next school year. These tools allow teachers and students to select courses a student should/would like to take for the next school year. After confirmation that your academic planner is set up as requested, submit an Incident IQ ticket for your school by following the steps: Open an [Incident IQ](#) ticket requesting access to allow your feeder middle school students access to academic planner. Please ensure that you add the dates that your feeder middle school should have access. Your Incident IQ ticket will route to the corresponding Information System Specialist (ISS) for your school.

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- Prior to submitting the request, the middle school must communicate with the corresponding high school to identify the most conducive time for high school course registration to be open so rising 9th graders can participate. Unlike middle schools, which can enable course registration by grade level, high schools cannot restrict course registration by grade; when enabled, it opens for all high school students. For rising 9th graders, course registration must be enabled at both the middle school and high school levels. If high school course registration has already been completed, reopening it to allow rising 9th graders to select courses will reopen registration for all high school students, which may result in finalized schedules being changed and previously completed counselor work being lost.

Implementation Best Practices:

- ❖ Present & discuss the [8th/9th Advisement Presentation](#) prior to completing the ICCP with students. This can happen in the same session, if time permits.
- ❖ Discuss with students that the ICCP will assist them in selecting their courses for the next four years and beyond. Highlight this process is similar to how they will register for college courses.
- ❖ Ensure you have the feeder HS course selection guide for the students.
- ❖ Discuss pathway options and guide students in selecting CTAE and elective courses.
- ❖ Have students follow the instructions in the student access/log in sections to complete their IGPs.

Completion Timeline:

- ❖ All 8th grade IGPs must be finalized by February 27, 2026.

Follow-Up Tasks:

- ❖ Generate the IGP Completion Report using the Academic Status Plan Report from Infinite Campus by completing the [following steps](#).
- ❖ Upload your Academic Status Plan completion report into the [shared folder](#) by February 27, 2026.

Please see the following pages on step-by-step instructions for:

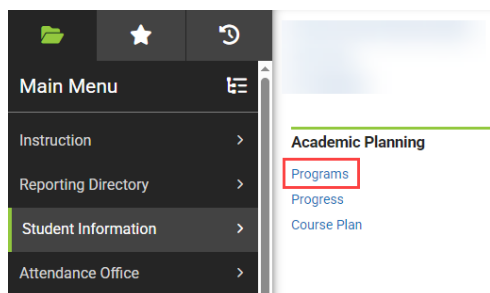
- [Adding an Academic Program](#)
- [Student Instructions](#)
- [Completion Reports](#)
- [Parent Instructions/Verification](#)

Adding an Academic Program

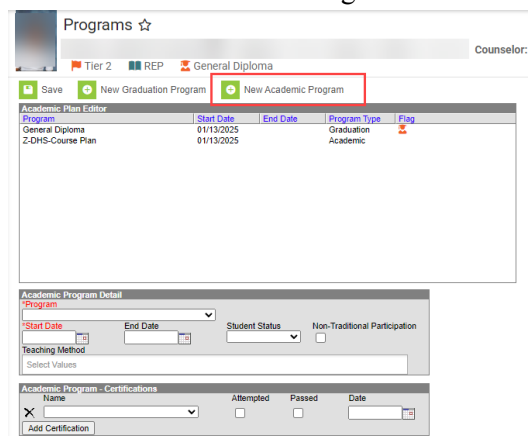
- ❖ Academic Programs can be added to students that have expressed interest in a CTAE Pathway.
- ❖ Academic Programs can be assigned and unassigned at any time throughout the year, in case a student is newly interested or no longer interested in a program.
- ❖ Search for a student and click on Student Information > Academic Planning > Programs in the Main Menu.



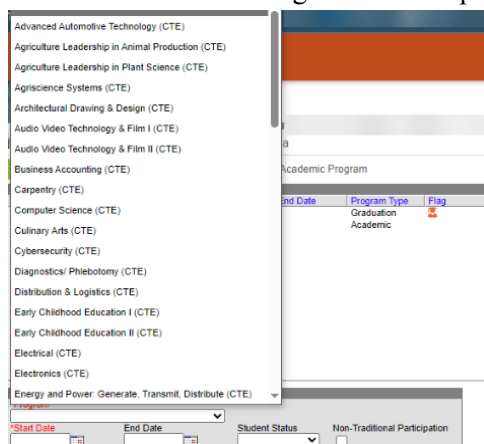
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- ❖ Click on New Academic Program.



- ❖ Select the Academic Program. The drop-down will contain all CTAE Pathways offered in the district.



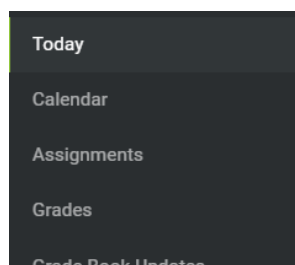
- ❖ You must enter a start date and click Save.

Student Instructions

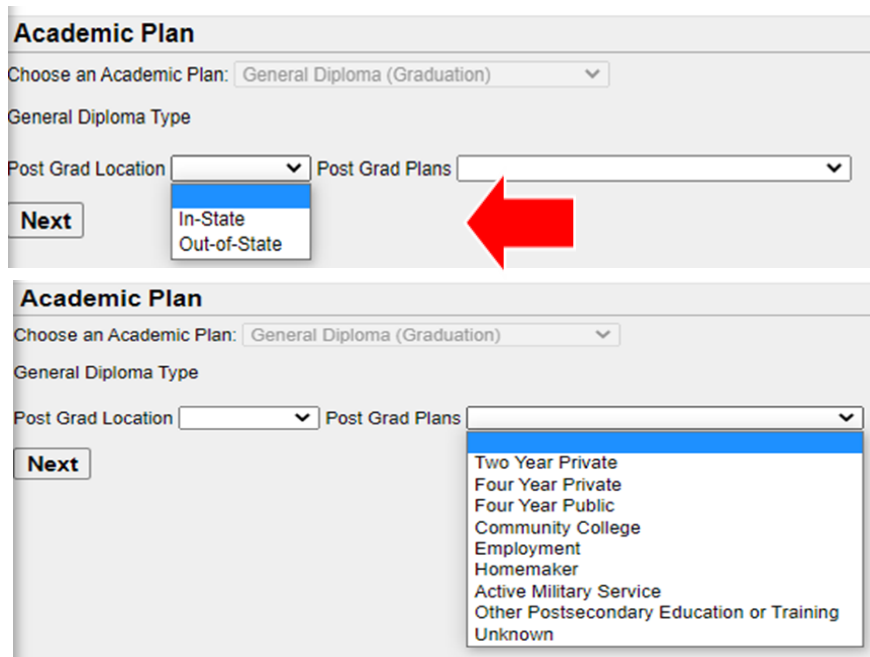
To access your Academic Plan in your Student Portal account, please follow the steps below:

1. Log in to your student account.

Please ensure that all 8th graders complete their preliminary Academic Plan.



- i. Discuss with them how their Post Grad Location and Post Grad Plans can change. However, we want to know their current thoughts about their after high school life.
2. Have students complete their Post Grad plans as seen below.



Academic Plan

Choose an Academic Plan: General Diploma (Graduation) ▼

General Diploma Type

Post Grad Location ▼ Post Grad Plans ▼

Next

In-State
Out-of-State

Academic Plan

Choose an Academic Plan: General Diploma (Graduation) ▼

General Diploma Type

Post Grad Location ▼ Post Grad Plans ▼

Next

Two Year Private
Four Year Private
Four Year Public
Community College
Employment
Homemaker
Active Military Service
Other Postsecondary Education or Training
Unknown

3. Once the student clicks Next, the Course Plan will automatically be populated with courses for Math, Science, Social Studies, English/Language Arts, and Health/PE based on the Course Plan Template created by their feeder High School.

Note: Core Courses will not need to be changed unless the student is enrolling in Honors, Gifted, or other offerings of the course besides the General Education version.

4. Students will need to complete the Course Plan by entering the interested courses for CTAE/World Languages/Fine Arts and Electives for 9th through 12th grade. They will need to click on the box and select the course they would like for the subject and grade level.

****Keep in mind that if the student will be attending a high school that follows a traditional schedule, the student will need to select both an A and B course.**



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Save Course Plan Report Course Catalog Search the Course Catalog

Program: General Diploma (Graduation)
Academic Program: Z-DHS-Course Plan (CTE)

Grade: 09 5.0 / 5.0 Grade: 10 4.0 / 6.0 Grade: 11 4.0 / 6.0 Grade: 12 4.0 / 6.0

LANGUAGE ARTS (4.0 / 4.0)

1.0 / 1.0 1.0 / 1.0 1.0 / 1.0 1.0 / 1.0

23.9810003 9th Grade Lit & Comp - 1.0 23.0630003 World Lit & Comp - 1.0 23.0510003 American Lit & Comp - 1.0 23.0520003 British Lit & Comp - 1.0

MATHEMATICS (4.0 / 4.0)

1.0 / 1.0 1.0 / 1.0 1.0 / 1.0 1.0 / 1.0

27.0811003 Algebra I - 1.0 27.0821003 Geometry - 1.0 27.0831003 Algebra II - 1.0 27.0841003 Precalculus - 1.0

SCIENCE (4.0 / 4.0)

1.0 / 1.0 1.0 / 1.0 1.0 / 1.0 1.0 / 1.0

28.0120003 Biology I - 1.0 40.0110003 Physical Science - 1.0 28.0811003 Environmental Science - 1.0 40.0840003 Earth Systems - 1.0

SOCIAL STUDIES (3.0 / 3.0)

0.0 / 0.0 1.0 / 1.0 1.0 / 1.0 1.0 / 1.0

Type to search or select courses 45.0830003 World History - 1.0 45.0810003 US History - 1.0 45.0870001 American Government/Civics - 0.5 45.0810001 Personal Finance and Economics - 0.5

HEALTH/SAFETY/PHYSICAL ED (1.0 / 1.0)

1.0 / 1.0 0.0 / 0.0 0.0 / 0.0 0.0 / 0.0

17.0110001 Health - 0.5 38.0510001 Personal Fitness - 0.5

CTAE/World Languages/Fine Arts (1.0 / 3.0)

0.0 / 0.0 0.0 / 1.0 0.0 / 1.0 0.0 / 1.0

Type to search or select courses Type to search or select courses Type to search or select courses Type to search or select courses

0.5 credit from grade 08 course 00.0710012 Honors Spanish I/A
0.5 credit from grade 08 course 00.0710014 Honors Spanish I/B
ALERT: Not enough credits selected in CTAE/World Languages/Fine Arts to meet the minimum plan requirements.

ELECTIVES (1.0 / 4.0)

1.0 / 1.0 0.0 / 1.0 0.0 / 1.0 0.0 / 1.0

45.0710003 World Geography - 1.0 Type to search or select courses Type to search or select courses Type to search or select courses

ALERT: Not enough credits selected in ELECTIVES to meet the minimum plan requirements.

5. After all selections have been made, the student will need to click “Save.”

Completion Reports

The following reports should be run to verify students have completed their IGP.

Academic Plan Status Report (please upload this report into our shared folder after all IGPs are completed.)

Student Information > Program Admin > Academic Plan Status Report

This report outputs whether a student's academic plan is on-track to meet minimum program requirements. The on-track status and warning messages are calculated any time a student, parent or counselor views a student's Academic/Graduation Program progress or Course Plan. The on-track status can also be calculated from Course Plan Admin.

It is recommended that a user run Calculate on-track status under Course Plan Admin prior to running this report.

Report should be run with the Grade = 08 selection

You will be able to identify students that have completed their Course Plan using the On-Track column

- Students who have added Courses to the Course Plan and saved will be displayed with a ‘Yes’



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- Students who have received the Course Plan but have not filled it out will display with a 'No'
- Students that do not display with the General Diploma Program have not received their next year line of enrollment and did not receive the General Diploma.

24-25 Dutchtown Middle 155 Mitchell Rd, Hampton GA 30228-1729 Generated on PM Page 1 of 15	Academic Plan Status Report Graduation Program Grade: 08 - On-track Status: All - Total Students: 395
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Student	Student Number	Grade	Program	Diploma	Cohort Year	On-track
Adams, Jalante X	190143	08	General Diploma	General High School Diploma	2029	No
Credit Requirement not met: CTAE/World Languages/Fine Arts Credit Requirement not met: ELECTIVES						
Adams, Jordyn R	189206	08	General Diploma	General High School Diploma	2029	Yes
Alcosiba Calano, Keliana E	174905	08	Middle 8th Grade			Missing 9th grade start date on Graduation tab

Academic Plan Progress Batch Report

Student Information > Program Administration > Academic Plan Progress Batch Report

This report is separated by student and can be provided to students. It will display the Credit, Course, and Compound Requirements progress for each student based on data entered in the Course Plan that is applied to the Graduation Program. It is identical to looking at the Progress tab (Student Information> Academic Planning > Progress) for a student. This is a very complex report, so try to limit the number of students run per batch.

Report should be run with the Grade = 08 and Select Program = General Diploma selections

24-25 Dutchtown Middle (0206) 155 Mitchell Rd, Hampton GA 30228-1729 Generated on PM Page 1 of 1	Academic Plan Progress Batch Report Grade: 08 Student Number: Program: General Diploma (Graduation) Counselor:
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* Asterisks indicate student does not meet requirement

Credit Type	08	09	10	11	12	Credit Status ER IP PL	Overflow	Total
LANGUAGE ARTS	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 4.0		4.0 / 4.0
MATHEMATICS	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 4.0		4.0 / 4.0
SCIENCE	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 4.0		4.0 / 4.0
SOCIAL STUDIES	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 3.0		3.0 / 3.0
HEALTH/SAFETY/PHYSICAL ED	1.0 / 1.0					0.0 1.0		1.0 / 1.0
CTAE/World Languages/Fine Arts	1.0 / 0.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 1.0		*1.0 / 3.0
ELECTIVES	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 1.0		*1.0 / 4.0
Total	1.0 / 6.0	5.0 / 5.0	4.0 / 6.0	4.0 / 6.0	4.0 / 6.0	0.0 1.0 17.0		*18.0 / 23.0

Course Requirements	Progress
GSE Algebra I or ALG CC (Beg. SY 23-24) or Enhanced ALG CC (Beg. SY 23-24)	1.0 / 1.0
GSE Geometry or GEO CC (Beg. SY 23-24)	1.0 / 1.0
GSE Algebra II or GSE Advanced Algebra or ADV. ALG CC (Beg. SY 23-24) or Enh ADV ALG and Precal CC (Beg. SY 23-24)	2.0 / 1.0
Biology I	1.0 / 1.0
Physical Science or Physics I	1.0 / 1.0
Chemistry, or Earth Systems, or Environmental Science or AP/IB Science Course	2.0 / 1.0
World History	1.0 / 1.0
US History	1.0 / 1.0
American Government/Civics	0.5 / 0.5
Economics/Business/Free Enterprise (Personal Finance and Economics beginning 2022-2023)	0.5 / 0.5
Ninth Grade Literature and Composition	1.0 / 1.0
American Literature/Composition	1.0 / 1.0

Compound Requirements	Progress
Health/PE	Complete

Course Plan Batch Report

Student Information > Program Admin > Course Plan Batch Report

Batch version of the Course Plan Report. Separated by student, it is suitable for providing to students. Will display if the Course Plan has been Approved by Parent/Legal Guardian (if applicable). It is

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identical to looking at the Course Plan (Student Information> Academic Planning > Course Plan) for a student. This is a very complex report, so try to limit the number of students run per batch.

Report should be run with the Grade = 08 selection

24-25 Dutchtown Middle (0206) 155 Mitchell Rd, Hampton GA 30228-1729 Generated on 01/15/2025 04:30:29 PM Page 1 of 1	Course Plan Batch Report Grade: 08 Student Number: Program: General Diploma (Graduation) Counselor: Approved by parent/legal guardian: No
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Grade: 08 1.0 / 0.0	Grade: 09 5.0 / 5.0	Grade: 10 4.0 / 6.0	Grade: 11 4.0 / 6.0	Grade: 12 4.0 / 6.0
LANGUAGE ARTS (4.0 / 4.0)				
NaN / NaN	1.0 / 1.0 23.9610003 9th Grade Lit & Comp - 1.0	1.0 / 1.0 23.0630003 World Lit & Comp - 1.0	1.0 / 1.0 23.0510003 American Lit & Comp - 1.0	1.0 / 1.0 23.0520003 British Lit & Comp - 1.0
MATHEMATICS (4.0 / 4.0)				
NaN / NaN	1.0 / 1.0 27.0811003 Algebra I - 1.0	1.0 / 1.0 27.0821003 Geometry - 1.0	1.0 / 1.0 27.0831003 Algebra II - 1.0	1.0 / 1.0 27.0841003 Precalculus - 1.0
SCIENCE (4.0 / 4.0)				
NaN / NaN	1.0 / 1.0 26.0120003 Biology I - 1.0	1.0 / 1.0 40.0110003 Physical Science - 1.0	1.0 / 1.0 26.0611003 Environmental Science - 1.0	1.0 / 1.0 40.0640003 Earth Systems - 1.0
SOCIAL STUDIES (3.0 / 3.0)				
NaN / NaN	0.0 / 0.0	1.0 / 1.0 45.0830003 World History - 1.0	1.0 / 1.0 45.0810003 US History - 1.0	1.0 / 1.0 45.0570001 American Government/Civics - 0.5 45.0610001 Personal Finance and Economics - 0.5
HEALTH/SAFETY/PHYSICAL ED (1.0 / 1.0)				
NaN / NaN	1.0 / 1.0 17.0110001 Health - 0.5 36.0510001 Personal Fitness - 0.5	0.0 / 0.0	0.0 / 0.0	0.0 / 0.0
CTAE/World Languages/Fine Arts (1.0 / 3.0)				
1.0 / 0.0 60.0710012 Honors Spanish I A - 0.5 60.0710014 Honors Spanish I B - 0.5	0.0 / 0.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0
ELECTIVES (1.0 / 4.0)				
NaN / NaN	1.0 / 1.0 45.0711003 World Geography - 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0
Non-credit				
0.0 / 0.0	0.0 / 0.0	0.0 / 0.0	0.0 / 0.0	0.0 / 0.0

Parent Instructions/Parent Verification

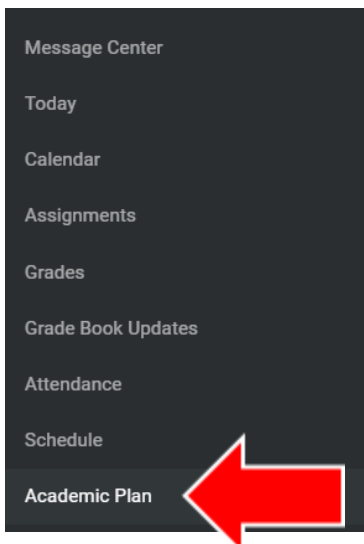
Information Services will activate the parent IC tab for parents to approve the IGP. This should be a two week window.



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To access your student's Academic Plan in your Parent Portal account, please follow the steps below:

1. Log in to your Portal account.
2. Click on Academic Plan on the left hand side of your screen.



3. Click the "Next" button on the Academic Plan screen.

A screenshot of the 'Academic Plan' form. It includes a dropdown menu for 'Choose an Academic Plan:', a 'General Diploma Type' section, and a 'Post Grad Location' text input field. At the bottom left, there is a 'Next' button, which is highlighted with a large red arrow pointing to it from the right.

4. Check the box, in the top right corner, which states that you approve your student's Academic Plan selections.

A screenshot of the 'Academic Plan' approval screen. At the top, there are buttons for 'Save' and 'Course Plan Report', and a dropdown menu set to 'Editing disabled for parents'. Below this, there is a section for 'Program: General Diploma (Graduation)' and a counselor's name and email. A checkbox is present with the text 'I, Heather Bailey, approve this Academic Plan.' A large red arrow points to this checkbox. Below the checkbox, there are fields for 'Grade: 09 7.0 / 6.0' and 'Grade: 10 8.0 / 6.0'. At the bottom, there is a red 'Invalid Courses' alert message and a 'No invalid' button.

5. After the box has been checked, the parent will need to click "Save."