

# ICAP FAQs

## **What is an ICAP?**

Individual Career and Academic Plan - a plan for the four years of high school.

## **Why do I need an ICAP?**

The ICAP ensures that students will meet graduation requirements. It also allows for academic goals to be achieved, and helps students prepare for their post-secondary plans.

## **Who needs an ICAP?**

All high schoolers (9-12th grade) should have an ICAP. Any student in Concurrent Enrollment is required to have an ICAP.

## **Who creates my ICAP?**

Students and parents work together to create the ICAP. The high school advisor can help answer questions, but the student and parent are responsible to create the ICAP and keep it up to date.

## **Where can I find my ICAP?**

All Concurrent Enrollment students will have a blank ICAP (as a Google Sheet) on the CE Schoology page. They can share this with their parents in order for student, advisor, and parent to all see the same “live” document. Students who are not in Concurrent Enrollment can find a blank ICAP at the bottom of the [ICAP page](#) on the Summit website.

## **Where can I see a sample ICAP?**

There is a sample ICAP at the bottom of the [ICAP page](#) on the Summit website.

## **What graduation requirements do I use?**

If you are a part-time student, you are taking classes at home, Summit, and maybe through Concurrent Enrollment. You are earning a homeschool diploma, so your graduation requirements are created by your parents. Many parents use the [Jeffco graduation requirements](#). \*If you are considering going full time at any point in high school, you want to use Jeffco graduation requirements starting in 9th grade so you are prepared to meet these requirements.

If you are a full time student, you are taking classes at Summit and through Concurrent Enrollment. You must follow and meet [Jeffco graduation requirements](#).

Please note that included with the number of credits for Jeffco graduation requirements is also a Postsecondary Workforce Readiness requirement for both English and math.

## **How is the ICAP organized?**

The ICAP is broken down into semesters, starting with 9th grade and going through 12th grade. The far left column shows the number of credits needed to meet Jeffco graduation requirements (*Credits Req'd*), with the name of the subject in the column next to it (*Subject Area*). For each semester, there is a spot for the course name (*Course Name*), where the class was/will be (*Where H/S/C*), and the credit amount for that semester (*Cr*).

**What does the H/S/C stand for in the “Where” column?**

H stands for home-based education (a class taken at home), S stands for Summit, and C stands for Concurrent Enrollment (a class taken through CE at the college).

**How many credits do I earn for my classes?**

All classes taken at Summit are .5 credits per semester (one credit for the full year).

Most homeschool curriculum is created for a school year and 1 credit for the full curriculum.

Concurrent Enrollment courses that are 3 credit hours at the college are equal to .5 credits for high school (you would put .5 on the ICAP); CE courses that are 4-5 credit hours at the college are equal to 1 credit for high school (you would put 1 on the ICAP).

A grade of D or better earns high school credit.

**Can I take multiple subject area courses in one year?**

Yes, you can take more than one subject area course in a year. For example, some students take High School Writing 1 and Literature at Summit in the same year. Or a student may complete an Algebra 1 curriculum at home first semester and then complete a Geometry curriculum at home second semester.

**How do I know what type of credit a course is?**

The Summit course catalog states what type (subject area) of credit each course is. There are a few academic electives that are elective credit (for example, Speech & Debate and Congress & the Constitution), so reading the Course Catalog carefully is important. If you have questions about specific courses and the type of credit they are, please reach out to Mrs. Miller (the High School Advisor).

**Can I get credit for sports?**

If you are a part time student who participates in 60 hours of a sport per semester, that course will earn you .5 PE credits. If you are a full time student, there is a requirement of a letter from your coach to add that to your transcript. Ask Mrs. Miller (the High School Advisor) for details.

**Can I make changes on the ICAP once I fill it out?**

Absolutely! All of the upcoming semesters of the ICAP are “in pencil” and may be changed. Putting all of the courses on the ICAP from the beginning helps you to know exactly what you need to take in order to meet graduation requirements and your goals. You can change and switch things around while still being sure you meet all the requirements you need to meet.

**How often should I update my ICAP?**

Your ICAP should be updated each semester. If you took the classes listed on your ICAP last semester, you won't need to change anything. However, sometimes classes need to be shifted, in which case, you will update your ICAP for what you have taken as well as what you are planning on taking.

**Do I need to differentiate when I was a part time student and a full time student?**

If you started high school as a part time student and then became full time, you do not need to do anything different with your ICAP.

**What is the difference between the ICAP and a transcript?**

The ICAP is your plan for what you will do, while a transcript is what you have done. The ICAP is a working document that can change, while a transcript is an official record of the courses you have completed.