

KANSAS PERSONAL PLAN OF STUDY (PPS) RUBRIC

Performance Element	1 Novice	2 Emerging	3 Developing	4 Minimum KSDE Standard	5 Well Developed/Advanced
Recommended Requirements	High school graduation checklist.	High School graduation checklist with a planned career cluster or blended academic and career/technical area of concentration.	High school, college, and Postsecondary training entrance requirement checklist with a planned career/path cluster or blended academic and career/technical area of concentration. The PPS is based on the school's Program of Study where appropriate.	The PPS includes high school, college, and Postsecondary training entrance requirements with the PPS developed around the school's career cluster program of study and includes appropriate work related experiences	Students show an understanding of the requirements and benefits of their PPS and the expectations of a rigorous plan of study designed to prepare them for their Post-secondary experiences
Staff Involvement	Counselor	Counselor and/or staff	Counselor and other school staff work together on school wide PPS system.	Counselor and other school advisers/mentors work with assigned students on career planning to reach all students.	Counselor and other school advisers /mentors, and technology center or post-secondary (tech center, university/college, military) student services jointly plan and work with all students on career planning.
Grade level Group or Individual Participation	All 8 th graders involved in an orientation process individually or in groups.	8 th grade orientation and 9 th grade follow-up conference.	Individual and/or group advisement sessions for 9 th – 10 th – 11 th – 12 th grade students.	If appropriate, Teachers as Advisers Program is available for grades 9-12 with individual advisement a key component of the process	A system is in place.(including Teachers as Advisers Program if appropriate) for grades 9-12 that allows for meaningful individual advisement to take place including a student/parent/counselor-adviser conference and regular review of the PPS
Review	N/A	Updated annually.	Reviewed and updated annually with student involvement	Reviewed and updated annually with active student and parent involvement	Reviewed and updated twice annually with active student and parent involvement
Parental Involvement	Enrollment and assessment information is sent home to parents.	Enrollment and assessment information is sent home to parents. Regularly scheduled Parent Teacher Conference days.	Enrollment and assessment information is sent home or students take information to parents and parent's signature required for enrollment purposes. Regularly scheduled Parent Teacher Conference days.	Parents meet with student and school staff. (Parent – Teacher – Student Conferences during scheduled time) to develop plan of study. Parent's signature is required for enrollment purposes.	Parents meet with student and school staff to develop plan of study. A parent signature is required on PPS for the student to be enrolled and before class changes can be made. Parent meets with student and school staff at least annually to review and update the PPS.
Academic and Interest Assessments	Kansas Career Pipeline (Kuder), EPAS (EXPLORE and PLAN), Career Cruisin' or other assessments are administered/used.	Kansas Career Pipeline (Kuder), EPAS (EXPLORE and PLAN), Career Cruisin' or other interest inventories are used to begin career exploration process. Students are aware of career paths/clusters	Student assessment results are given and interpreted to the students/parents. Students understand the relation of interests and abilities to career paths/clusters	Student assessments/ interest inventories/ academic results are interpreted with parent/child to discuss life -career goals, course options, and hobby preferences. Assessment results are used in development of PPS. Students have identified a career path/cluster as part of the PPS	Student assessments/ interest inventories and academic results are interpreted with parent & student to discuss life -career goals, course options, and hobby preferences as they relate to a career path/cluster and to review/revise the PPS.
School/Community Involvement	None	Student indicates interest in involvement but none planned	Activities are written into the plan-no relation to career path/cluster	Activities/involvement are planned and clearly relate to identified interests/career plans	Student has a history of quality (depth over breadth) involvement and PPS continues to build on those activities.
Post-Secondary Linkage	None	A post-secondary experience is listed	A Post-Secondary experience is listed on the PPS and secondary course-work is appropriate to that experience	A Post-Secondary experience is listed on the PPS and secondary course-work is appropriate to that experience. Dual and Articulated Credit are a part of the PPS	A post-secondary experience is listed and is based on the results of a well planned exploration and knowledge of all post-secondary opportunities that include on-site or virtual visits. Internships, exploration and planning for financial aid, dual and articulated credit, AP coursework and other relevant experiences, as appropriate, are utilized in the transition

Adapted from OK Department of Career and Technical Education and Missouri Department of Elementary and Secondary Education.

KANSAS PERSONAL PLAN OF STUDY (PPS) RUBRIC

DRAFT