

Personal Transition Plan (PTP)



**PRESENTATION/DISCUSSION ON THE DEPARTMENT OF
EDUCATION'S PERSONAL TRANSITION PLAN FOR
STUDENTS**

TUESDAY, APRIL 17, 2012

Talking Points



- What is the Personal Transition Plan (PTP)?
- Where are we now?
- Where do we want to be?
- How will we get there?

Where Are We Now?



- Implementation of the PTP has been variable across all high schools
 - Through an advisory program
 - Web-based interactive guidance/career program
 - A checklist of requirements
- Schools are successfully utilizing online and electronic systems to support implementation
 - Navigation 101
 - e-Portfolio
 - School-developed system

Where Do We Want To Be?



- Realign the process with BOE Policy 4540
- Examine and incorporate national perspectives/initiatives
 - Eight Components of College and Career Readiness Counseling: *College Board Policy and Advocacy Center*
 - *American School Counselor Association*
- Build career awareness and planning into the middle school curriculum, with future extension into elementary schools
- Continue to examine online/electronic systems

PERSONAL/TRANSITION PLAN
REGULATIONS

High schools shall address how all members of the school are to work together with students and their parents/guardians to ensure that each student has a Personal/Transition Plan (PTP) upon graduation. PTP should reflect the standards that lead to the "Vision of the Public School Graduate" and be in concert with the Career Technical Education Model (CTE) and the Hawaii Comprehensive Student Support System Model (CSSS). The basic operational premise is that the task and responsibility of educating each student reside in all members of the school, student, and parents/guardians.

To assist students to meet graduation requirements, schools shall identify a process to provide each student with personalized attention in planning for the student's transition from high school.

Personal/Transition Plan (PTP) is defined as an individually designed and custom tailored plan of action for each high school student to move successfully from high school to post-secondary and/or career venues. The plan shall have the elements of goal attainment, identification of available resources to students, evidence to support the plan of action taken by the student, and a student self-evaluation component. The design of the PTP shall take into account that the student, parent, and school personnel have a shared responsibility in the development and execution of the PTP during high school.

A PTP shall commence with students entering the 9th grade in the 2006-2007 school year. When the student completes the PTP requirements, 0.50 credit shall be awarded to the student.

The PTP shall also include evidence of attainment in the following areas:

- Exploration and identification of educational and career options.
- Development and implementation of personal, educational, and career goals.

12th Grade

- 1) Finalize Personal Statement*
- 2) Complete Career Portfolio*
- 3) Complete Professional Resume*
- 4) Complete Post Secondary Plan*
- 5) Exposure to various entrance tests (Post-Secondary, work, etc.)

*(*Denotes Required)*

- When possible, the PTP should be developed by the student on an electronic format as determined by the school.

Awarding of Credit

A .50 credit shall be issued at the end of the first semester of the terminal year and noted on the student's official transcript as either credit or no credit (S or U mark) for meeting the elements of the PTP. The ACCN code is TCG1105.

Transient StudentsIncoming students:

Students entering the Hawaii DOE system/school shall complete the PTP from the point of enrollment and be issued .50 credit upon successfully attaining of the elements of PTP in their terminal year.

The principal/designee shall review the student's educational records and experiences to determine if additional student work needs to be completed to meet the required benchmarks. A checklist is used to assist the principal/designee in the evaluation of student experiences and records.

Outgoing students:

As a student transfers to another school within the high school grades, a checklist for a PTP should be forwarded to the receiving school within the cumulative folder.

Checklist

A checklist should be used to provide evidence of a student's progress toward attainment of PTP benchmarks.

A checklist should have the elements of the PTP and also may include school imposed elements.

PTP Check List Sample

Name of Student	Name of High School

9th Grade

Activity	Addressed	Not Addressed
Personal Statement		
Plan of HS course selection		
Assessment of careers of interest		
Career Portfolio		
Interest Survey		

10th Grade

Activity	Addressed	Not Addressed
Revisit Personal Statement		
Revisit Career Portfolio		
Review HS course selection		
Review Interest Survey		
PSAT		

11th Grade

Activity	Addressed	Not Addressed
Revisit Personal Statement		
Revisit Career Portfolio		
Review HS course selection		
Professional Resume		
Post Secondary Plan		

12th Grade

Elements of PTP	Addressed	Not Addressed
Finalize Personal Statement*		
Complete Career Portfolio*		
Complete Professional Resume*		
Complete Post Secondary Plan *		
Entrance Test (Post-Secondary, work, etc.)		

Reviewed by: (Name and Position)	Date

Action	Date
Award of 0.50 credit	
Transfer out to:	
Transfer in:	
Experiences and records reviewed:	

* Denotes Required

Adopted: 3/07