

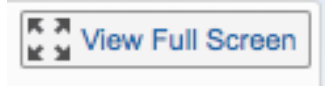


# INSTRUCTIONS FOR ENTERING YOUR FOUR-YEAR-PLAN

Login to Family Access.

Select **Career Plan** on the left.

Near the top right, click “View Full Screen” so you can see all years.



Add your courses for next year by clicking the “Add Curriculum” button.

Career Plan

Prior to Grade 09	Grade 09	Grade 10	Grade 11	Grade 12
	<a href="#">+ Add Curriculum</a>	<a href="#">+ Add Curriculum</a>	<a href="#">+ Add Curriculum</a>	<a href="#">+ Add Curriculum</a>
<b>2017-18</b> ALGEBRA I ALGEBRA I Credits: 1.000 Weight: 1  HEALTH EDUCATION HEALTH Credits: 0.500 Weight: 1	<b>2018-19</b> BIOLOGY I BIOLOGY 1 Credits: 1.000 Weight: Regular  ENGLISH 1 PAP ENGLISH 1 PREAP Credits: 1.000 Weight: Pre-AP			

In the search bar on the lower right you can **type in a course number or keyword**; click “save” and repeat for the rest of next year’s courses AND all remaining years of high school.

Filter By:  Graduation Requirement Area  Endorsement Requirement  No Filter

Requirement:

Grade: 11

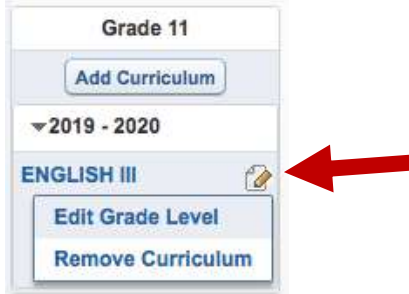
Key	Description	Entity
AEP	DRIVER EDUCATION (1/2 UNIT)	000
AT001A	VOLLEYBALL 1	000
AT001B	VOLLEYBALL 1	000
AT001C	VOLLEYBALL 2	000
AT001D	VOLLEYBALL 2	000
AT001E	VOLLEYBALL 3	000
AT001F	VOLLEYBALL 3	000
AT006C	BASEBALL 2	000
AT006D	BASEBALL 2	000
AT006E	BASEBALL 3	000

Search:



# INSTRUCTIONS FOR ENTERING YOUR FOUR-YEAR-PLAN

You can move a course to a different year or delete the course by clicking the edit icon.



Provide your **electronic signature** (at the top left, click the tiny link next to your name that says “sign”) – this is required by State law. **A parent must also login and sign electronically.** (You and a parent will need to eSign every time you make a change to your Career Plan.)



Once you have added courses to all remaining years of high school, you’re done! We will pull course requests for next year from the Career Plan; every year, you will have an opportunity to revise this plan in Skyward.

## SIDENOTES:

You can see a Graduation Requirements box on the right side of the screen. This feature is not functioning accurately; however, it does provide a useful reminder of the credits required for graduation.

Since this is the first year we are using the Career Plan feature in Skyward, you might find that courses are missing from completed credits in the Career Plan – the student can let their counselor know and we will work on that. Issues will most likely be with credits earned in the summer or online or with pre-high school credits earned by transfer students.

Each student’s counselor tracks graduation requirements, and credits earned are officially reported on the transcript, so omissions in the Career Plan, while inconvenient, do not mean that a student is actually missing credits or not on track for graduation.

Graduation Requirements			
Area		Req	In Plan
<b>Total</b>		26.000	
<b>English Lang Arts</b>		4.000	
+ English I		1.000	
+ English II		1.000	
+ English III		1.000	
+ English IV		1.000	
<b>Mathematics</b>		4.000	
+ Algebra I		1.000	
+ Geometry		1.000	
+ Algebra II		1.000	
+ Mathematics Electives		1.000	
<b>Science</b>		4.000	
+ Biology		1.000	
+ Chemistry		1.000	
+ Physics		1.000	
+ Advanced Science		1.000	
<b>Social Studies</b>		4.000	
+ World Geography		1.000	
+ World History		1.000	
+ US History		1.000	
+ US Government		0.500	
+ Economics		0.500	
+ Physical Education		1.000	
+ Languages Other Than E...		2.000	
+ Fine Arts		1.000	
+ Health		0.500	
+ General Electives		5.500	

Ignore these two columns