



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.

GUIDELINES FOR IMPLEMENTATION OF PERSONAL/TRANSITION PLAN

Understanding that each high school is provided the latitude to implement the Personal/Transition Plan (PTP) for each student, the following guidelines were developed:

- A Personal/Transition Plan should be initiated as each student enters into high school.
- The PTP should be reviewed periodically by the student, school staff member, and parent to ensure that the student is meeting the elements of the PTP. As a guide, these Career Technical Education Model benchmarks were developed for students by grade levels:

9th Grade:

1. Evaluate potential career choices in relation to personal interests, strengths, and values
2. Assess the compensation, lifestyle, and other benefits associated with careers of interest
3. Develop individual education and career goals
4. Develop career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals

10th Grade:

1. Evaluate potential career choices in relation to personal interests, strengths, and values
2. Assess the compensation, lifestyle, and other benefits associated with careers of interest
3. Analyze individual education and career goals
4. Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals

11th Grade:

1. Evaluate potential career choices in relation to personal interests, strengths, and values
2. Assess the compensation, lifestyle, and other benefits associated with careers of interest
3. Analyze individual education and career goals
4. Analyze the demographic, geographic, and technological trends that affect work opportunities
5. Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals
6. Prepare for the job interview process

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 0.5 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 Students

Incoming students:

Students entering the Hawaii DOE system/school shall complete the PTP from the point of enrollment and be issued 0.5 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.

Implementation Methods

Currently, there are four modes that schools may use as stand alones or a combination of:

- Advisor/Advisee
- Career Center
- Advanced Guidance Class
- Web-based interactive guidance/career program

In the planning and selection of the method of implementing a PTP, the following should be understood prior to implementation:

- Method of implementation
- Steps for consideration
- Resources required
- Limitations for consideration
- Communication pathways to include all role groups of a school

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