



# ICAP 4-Year Plan of Study and Pre-Enrollment Parent/Student Information

How to use the Academic Planner

# Introduction to the Individual Career Academic Plan (ICAP)

The **ICAP 4-Year Plan of Study** in the Infinite Campus (IC) Portal was developed to help students and parents develop a 4 year academic plan. This powerful tool allows students to view and plan out their high school coursework to meet their academic, career and college goals.

The ICAP 4-Year Plan of Study allows students to:

- Create a long-term academic plan to meet their college and career goals
- Map out their courses over several years to ensure that chosen coursework meets individual interests and graduation requirements

The plan can be saved and changed throughout a student's high school career to meet their changing career and college goals.




# Documents available to assist you with using the ICAP 4-Year Plan of Study


## Pre-Enrollment Worksheet and Elective Course list (by grade level)

- [Sophomore Elective Course List](#)
- [Sophomore Pre-Enrollment Worksheet](#)
- [Junior/Senior Elective Course List](#)
- [Junior Pre-Enrollment Worksheet](#)
- [Senior Pre-Enrollment Worksheet](#)


## Course Descriptions and Graduation Requirements:

- Page 10-11 in the [Course Description Guide](#) can assist you in checking Edmond Schools graduation requirements.
  - This guide can be used to learn more about offered courses and determine what graduation requirements the student has completed and what requirements still need to be scheduled.
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# ICAP 4-Year Plan of Study Instructions

1. View this [video](#) for instructions on completing their ICAP 4-Year Plan of Study.
    - This video will also be reviewed with A/B Block students in designated classes during the week of February 1st - 5th.
  2. Choose courses for the next school year - **ensure at least 6 classes/credits, and appropriate alternatives, are input for next school year.**
    - **Please note:** Pre-AP courses will be designated as **Introduction to Advanced (IA)** beginning next school year (e.g. IA Eng I, IA Chemistry).
  3. Input courses that will help achieve [current] academic and career goals for subsequent/remaining school years (remember, these can be changed before they are locked into future year schedules, but this is the time to initiate such future planning).
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# Tips during the Video and Student Process

- Fill out the entire plan of study, but the next school year is the most important.
  - To search for a course that isn't immediately visible, click on the blank space below the listed courses and type in the course name or number that you are looking for.
  - Do not stress out about what to input for years beyond next school year... They can be updated each year.
  - Chosen Alternates **do** need to be put in order of preference - Use the up and down arrows next to each chosen alternate to move/rank them in priority from top [highest priority] to bottom [lowest priority].
  - If you only want a 6 period schedule, make sure you input your daily schedule choice **for next year only** in the Non-Credit section of the ICAP 4-Year Plan of Study (e.g. Flex 1st - 6th per. schedule or Flex 2nd - 7th per. schedule).
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# Pre-Enrollment Timeline

- The ICAP 4-Year Plan of Study will open for access on Friday, January 29, 2021, and will close on Sunday, February 7, 2021.
  - Students and/or parents/guardians may freely change the planned courses until the end of the day on Sunday, February 7th.
  - After Feb 7, no further changes can be made until all **students meet with their counselor [later] in February** to discuss their course choices to ensure that chosen courses meet personal academic and career goals and graduation requirement needs.
  - Course change requests after a student has met with a Counselor will have to be submitted by a parent/guardian via email to the student's Counselor.
  - **The final deadline for course request changes is May 31st, 2021.**
  - The courses listed in the ICAP 4-Year Plan of Study as of May 31st, 2021, will become the student's final course requests for next school year.
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# If you need assistance with course selections or the ICAP 4-Year Plan of Study...

- It is recommended that students speak to their current subject area teachers and their parents for specific course selection advice.
  - If you have technical questions or difficulties with the ICAP 4-Year Plan of Study, please email the students assigned Counselor. Assigned counselor information can be found at the top of the students Infinite Campus portal.
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