# ICAP Monitoring and Documentation

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|  |  | The first cohort of ICAP completers is quickly approaching, and we are thrilled to transition these future world changers towards their postsecondary plans! As a reminder the following activities must be completed and recorded annually in a students electronic ICAP portfolio to meet graduation requirements.  There are three ICAP activities students must update every year   1. Students will complete an online career assessment **annually**to explore their career interests, learn career skills and begin connecting their interests to careers. 2. Students will update their career and post-secondary goals **annually**as they learn about new opportunities. 3. Students will **annually**update their academic courses and show progress in those courses. Students will also list any career technology programs, AP or IB courses, concurrent enrollment courses or career endorsements that reflect progress toward their individual career pathways.   There are two ICAP activities students must update upon completion   1. Students will update their required state and federal assessments (English language arts, mathematics and science) and college and career readiness assessment (ACT or SAT) results in their portfolio's **as they become available.** 2. Students will complete and add **at least one**service learning or work-based learning activity (apprenticeship, mentorship, job shadow or internship) activity between ninth grade and graduation. For more details visit the webpage, [**here**](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDIsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMjA0MDguNTYxNDk4MTEiLCJ1cmwiOiJodHRwczovL3Byb3RlY3QtdXMubWltZWNhc3QuY29tL3MvNXh2YUNSNjdSR1VFRzk4T1NPOEkwST9kb21haW49b2tlZGdlLmNvbS8ifQ.K6Poxr9dJMLCu_oH5BXhEQIJv2uOO4LrhOpjlDhX_ro/s/222601528/br/129561816770-l).   For questions related to ICAP requirements and documentation please contact the College and Career Readiness Office at 405-522-1918 |

### Completing ICAP Audits

In order to show student progress schools will be asked to show ICAP reports to the district’s Regional Accreditation Officer (RAO) during an annual visit. Reports should include at the minimum:

* Students name
* Grade level
* Career assessment results
* Post high school / postsecondary goal
* Education plan / courses taken
* Assessment scores (ACT, SAT, ASVAB, Workeys, etc.)
* At least one experience in service-learning / work environment activities if completed (see below)

Districts should be prepared to show student ICAP participation by graduating class via their online portfolio. This can be accomplished by logging in to their administrative account via OKCollegeStart, OKCareerGuide, or other virtual tools. For instructions in running reports via your tools view the helpful tutorials below: