

# PERSONAL PLAN OF STUDY (PPOS) CHECKLIST

## A Message to Counselors:

One of the objectives in the top 10 by 20 Goals is that all students will qualify for entrance into postsecondary education/training. Research suggests that students are more successful academically when there is a strong individual planning component, especially at the secondary level (Gysbers, Lapan and Kayson, 2007). The Personal Plan of Study checklist is provided to ensure all Missouri personal plan of study templates include key elements.

### The following elements should be included:

- Student name
- Graduation year
- Career path/career cluster identified
- Post-secondary plans identified
- High school courses to be taken each year
- Career technical education courses/program offerings
- District high school graduation requirements
- Additional learning opportunities
  - School Based (Examples)
    - Career Research
    - Cooperative Education
    - Internship
    - Job Shadowing
    - Service Learning Project
  - Community Based (Examples)
    - Mentorship
    - Volunteer
    - Part-time Employment
  - Student Organizations (Examples only)
    - DECA
    - FBLA
    - FFA
    - FCCLA
    - SkillsUSA
    - Biology Club
    - Foreign Language Club
- Assessments/certifications (Examples)
  - TSA
  - SkillsUSA Contests
  - Compass Test
  - PLAN
  - ACT
  - PSAT
  - SAT
  - ASVAB
- Documentation of parent Involvement
- Annual review/revision signatures

\*It is a good idea to reference the *Individual Planning Vocabulary* document, provided by the Missouri Department of Elementary and Secondary Education Guidance and Counseling Office, to ensure terminology is used correctly. Seek input from your Career Education Coordinator if you are unsure or have questions.