

Delaware Student Success Plan (SSP) FAQ's

Are students required to have a Student Success Plan (SSP)?

All students must have an SSP beginning with 8th and 9th grade students in the 2007-08 school year and then progressing through each successive year until all students 8th-12 grades have a plan.

Excerpts of Regulation 505: Full regulation can be found at:

<http://regulations.delaware.gov/AdminCode/title14/500/505.shtml#TopOfPage>

505 High School Graduation Requirements and Diplomas

“Student Success Plan (SSP)” means a plan encompassing a minimum of five years including one year beyond high school developed and updated at least annually by the student, the student’s advisor, at least one other staff member and the student’s parent(s) guardian(s) or relative caregiver. The student’s plan includes courses needed in preparation for immediate entry into the work force or opportunities in post secondary education. The plan also includes the support services necessary for the student to graduate from high school. An additional year of high school may be an option for inclusion in the Student Success Plan.

“Support Services” means those educational interventions such as tutoring; extra time before school, in school, or after school; summer school, an extra year(s) of high school or any other strategy to provide student educational assistance.

4.0 Monitoring Student Progress (Personalizing the High School Experience)

4.1 Beginning with the 2007-2008 school year, every eighth and ninth grade student shall have a Student Success Plan (SSP) developed by the student, the student's advisor, at least one other school staff member and the student's parent(s), guardian(s) or relative caregiver. Each school year thereafter a grade shall be added so that by the 2011-2012 school year, every student in grades 8 through 12 shall have a Student Success Plan. [For a student with an Individualized Education Program (IEP) the Student Success Plan (SSP) shall also incorporate the other aspects of the transition plan required by 14 DE Admin. Code 925.]

4.2 Each local school district and charter school shall establish a process for developing Student Success Plans that includes:

4.2.1 Actively monitoring student progress, on an ongoing basis and, at a minimum, by the end of each marking period in those courses required for graduation,

4.2.2 Providing support services if a student is failing or in danger of failing courses required for graduation, and

4.2.3 Annual updating of the Student Success plans by the student, the student's advisor, at least one other staff member and the student's parent(s) guardian(s) or relative caregiver] and others as appropriate.

4.2.4 Following the guidelines for Career and Technical Education (CTE) programs of study outlined in the CTE State Plan.

4.2.5 Reviewing each student's transcript at the end of the first and second year of high school to determine if the student is on track to graduate based on the following criteria:

4.2.5.1 At the end of the first year of high school the student has earned at least three (3) core course credits and two (2) other course credits for a total of five (5) course credits; and

4.2.5.2 At the end of the second year of high school the student has earned at least six (6) core course credits and four (4) other course credits for a total of ten (10) course credits.

4.2.5.3 For a student with an Individualized Education Program (IEP), on track to graduate shall be consistent with 4.2.5.1 and 4.2.5.2 unless otherwise determined by the student's IEP Team.

Where Do We Find the Student Identification Number and Password for Career Cruising?

All public school students are placed in Career Cruising through their state student ID number generated through the e-school system. That information is updated weekly so that students who move to different schools or districts will have their information updated on that basis. Career Cruising randomly generates a password that cannot be changed.

In What Grades May Students Access Career Cruising?

Although the Student Success Plan process is required beginning with eighth grade and progresses through high school, sixth and seventh graders may access CC through their ID number and password. They may view all sections but are not able to save the information to an SSP until eighth grade. *All 9th through 12th graders have access and are able to save information.*

How Do Shared Time/ Temporarily Placed Students Access Career Cruising?

Students who leave their home school to be placed in temporary settings such as Alternative Education programs, ILCs, DSCYF programs, etc. **and** have their permanent records housed at the home school will have their access through their home school. Receiving schools and home schools shall determine who will be the student advisor and provide the advisor with the student ID and password.

Who Has Administrative Access to Student Information?

Student ID numbers and passwords are housed at the school and district levels. Designated school personnel are given access to student files and are then responsible for creating advisor-student groupings. Student access is given by the school's designated administrator or advisor. The school level administrator will have access to all school records. See *Establishing Advisor Accounts* below.

How Do Parents/ Guardians Access Career Cruising?

Parent/guardian access is determined by their e-school access to student information and is generated by Career Cruising. Through the student ID, Career Cruising creates parent/guardian passwords which are housed at the school and district levels. Designated school personnel are given passwords for parent/guardian access student SSP information. This is housed at the school and district levels. Parents may view their student's SSP but cannot change it. They may email comments through the SSP to their student.

Who Has District Level Administrative Access?

Designated district level personnel will have access to all information for all buildings within their district. Reports, completion rates and course forecasting, etc., can be viewed or generated from this section.

Where Can Students Access Career Cruising?

Students may access their accounts from any internet (high speed works better) connection. Students without computers at home may access information through after school programs, Boys and Girls Clubs, all public libraries, etc.

Can Students Access to Career Cruising After Leaving School?

Students will have access to their SSP for five years after exiting high school as long as they remember their ID and password. Time determined for five years begins when students are removed from e-school, either upon graduating, moving out of state or exiting public school for other reasons.

What Do Advisors Have Access To in the Student SSP?

Student advisors have access to all of their students' information as well as lesson plans, assessment options, completions standards and much more information through their home page.

What Are the Required Completion Standards?

Standards have been established for areas of completion for each grade level. They are attached below and are on the administrative section of the SSP. These standards only refer to the electronic portion of an SSP. The quarterly meetings including at least one parent meeting each year are determined by each school and district.

Are Lesson Plans and Other Supports Available to Advisors?

Both are available on the Advisor Page *Helpful Documents* section.

How Does a School Manage the Course Catalogues in Career Cruising?

Each high school's course catalogue is extracted from e-school. New catalogues are added as schools roll-over their information at the close of each school year. If changes are made during the school year, schools must manually go into their administrative tool and change the information.

How Do Students Access Course Catalogues?

Students have access to schools within their district. Students entering from middle school to an undetermined high school or advancing to Career and Technical High Schools must enter basic ninth grade requirements into their SSP and then complete the section when they are admitted into the receiving high school. They may also access the high of choice via the school's website and add the link to their SSP. **All final scheduling for classes can only be approved through the school's established registration process.**

Are There Support Materials Available from DDOE?

<http://www.doe.k12.de.us/programs/rhss/default.shtml>

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Information from Career Cruising

What Do We do About Missing Students?

Procedure: Login and verify that student is missing in School SSP (if name provided). Then email following document:

Student SSPs are generated from the student E-School data that Career Cruising receives from the Department of Education. Typically, it takes approximately two weeks from the time a student is enrolled at a new school in order for their Student SSP to be generated into the school's SSP system. For any new students, please allow two weeks for this process to complete its cycle. If you have students who have been enrolled in your school for longer than two weeks, you should e-mail the student information to Regina Greenwald at DOE. Her e-mail address is:

rgreenwald@DOE.K12.DE.US

When you send your e-mail, you should let them know the name of the students who are missing an SSP, and also include their student number. I would also recommend you include your name and phone number where you may be reached if they have any additional questions about the student.

Technical Issues

Procedure: Determine if the error is on the school end or Career Cruising's end. If they cannot replicate the issue, send client troubleshooting information. If they can replicate it, they will forward it to their tech support. In most cases, the issues are caching or some type of related problem (i.e. not being able to log into School SSP, etc.)

Establishing Advisor Accounts

Procedure:

In order to get your colleagues set up in the SSP Administration system for <School Name>, follow these step by step instructions on how to add advisors.

1) When you have logged into your School SSP Administration homepage, please click on "Add New Advisor." This link is located on the main page, towards right side, beside "Manage Advisor Assignments."

2) On this page, you will be asked to enter the last name, first name, e-mail address and password for the new advisor. Please note that the e-mail address must be a school registered e-mail address. The password you are setting up is the third password, the "Advisor Password" - the username and school password will be the same for everyone at <School Name>.

3) Choose the appropriate access level. If you are unsure about which level your colleagues need to be set up at, you can click on "More Info" and read about the various access levels and their differing purposes and functionalities.

4) Click on "Save."

Once you have completed these steps, you can provide your colleague with the password that you have set up for them.

Training Accounts

Procedure: When training accounts are needed, provide Career Cruising with how many are needed and then log them in the spreadsheet in CC shared drive. Career Cruising will then provide the client with the username and password.

Need School SSP Login Information

Procedure: Career Cruising cannot release it over the phone. CC will verify administrator email and then email them their information.

Resource Materials/ Lesson Plans

School personnel may access resource materials and lesson plans by clicking onto: www.careercruising.com/sspschool and then entering your access information.

**Delaware Department of Education
Student Success Plan Completion Standards**

Advisement Activities					8	9	10	11	12
Annual SSP Review				Yes	Yes	Yes	Yes	Yes	Yes
Senior Exit Survey									Yes
Career and Education Exploration					8	9	10	11	12
Career Matchmaker				Yes	Yes	Yes	Yes	Yes	Yes
My Skills					Yes	Yes	Yes	Yes	Yes
Careers of Interest				Yes	Yes	Yes	Yes	Yes	Yes
Minimum number of careers				3	3	3	3	3	3
Schools of Interest				Yes	Yes	Yes	Yes	Yes	Yes
Minimum number of schools				1	2	3	3	3	3
Education Plan & Career Pathway					8	9	10	11	12
Grade 9 Course Selections				Yes	Yes	Yes	Yes	Yes	Yes
Grade 10 Course Selections				Yes	Yes	Yes	Yes	Yes	Yes
Grade 11 Course Selections				Yes	Yes	Yes	Yes	Yes	Yes
Grade 12 Course Selections				Yes	Yes	Yes	Yes	Yes	Yes
Career Planning					8	9	10	11	12
Career Cluster Selection				Yes	Yes	Yes	Yes	Yes	Yes
Career Planning Activities					Yes	Yes	Yes	Yes	Yes
Minimum number of Career Planning Activities					1	1	2	2	2
Post Secondary Plan					Yes	Yes	Yes	Yes	Yes
Career and Life Goals				Yes	Yes	Yes	Yes	Yes	Yes
Activities and Abilities					8	9	10	11	12
Extracurricular Activities					Yes	Yes	Yes	Yes	Yes
Minimum number of Activities						1	2	2	2
Skills and Abilities					Yes	Yes	Yes	Yes	Yes
Minimum Number of Skills and Abilities						2	3	4	5