



Lesson Plan: Creating an ePEP with Middle School students

Need Help? Contact the FACTS.org Helpdesk (toll free) at 1-866-324-2618 or e-mail the Helpdesk at facts@admin.usf.edu. Hours of operation are Monday-Friday 8:00am – 5:00pm.

OBJECTIVE

Using FACTS.org, students will create a high school plan.

CAREER AND EDUCATION COURSE COMPETENCIES

Module 6 / Competency 25: Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.

RESOURCES

| | PART 1 | PART 2 |
|----------------------------|---|---|
| STUDENTS | <ul style="list-style-type: none"> <i>ePEP Planning Worksheet</i> | <ul style="list-style-type: none"> Completed <i>ePEP Planning Worksheet</i> <i>ePEP Student Pocket Guide</i> ** for each student (<i>optional</i>) Computer with internet access for each student |
| COUNSELOR or TEACHER | <ul style="list-style-type: none"> List of students' official names, birth dates and FSINs | <ul style="list-style-type: none"> <i>Educator's Guide to ePEP</i> * <i>Online ePEP Training Module</i>: At FACTS.org, click on the Counselor & Educator tab; locate the Training Services menu; select the Online Training Module Computer with internet access |

* *Guides are free and can be ordered from the FACTS.org online catalog*

PART 1: Planning for the ePEP

Recommended Class Time: 20-30 minutes

Review the worksheet items, described below, and have students complete the *ePEP Planning Worksheet* to organize their ePEP choices *before* going on-line.

PROFILE INFORMATION:

- Student Name** - must be student's official first and last name as listed on school records
- Student Birth Date** – correct month, day and year as listed on school records
- Florida Student Identifier Number (FSIN)** – The number the school reports on its Survey information to the FLDOE. The FSIN is either the SSN followed by an X, or a 10 digit district generated number. It is likely that students will not know this number. Many teachers request a list of the FSINs and provide it to the students in the lab.
NOTE: Students should NOT write this number on their planning worksheet. Correct entry of the FSIN, name and birth date will allow students to access transcript information and high school academic evaluations after they enter high school.
- Current Middle School District**
- Current Middle School**
- Future High School District** –district where the student plans to attend high school
- Future High School** –high school the student will most likely attend
Note: You may need to speak with office staff for information regarding high school placement (i.e. zoning) if it is difficult to determine where the student may attend high school.
- I will enter grade nine in the fall of** – expected year of high school entry

ePEP SETTINGS INFORMATION:

9. **Diploma Type** – select either Standard (*most common*) or Special (*if IEP notes this decision*)
10. **Graduation Track** – select 4 year/24 credit (*most common*) or 3 year/18 credit (*requires parent/ counselor approval*)
11. **Graduation Plan** – select the plan that best fits post graduation goals
Note: This decision affects the guidance given to students in their ePEP and the courses from which they choose, so it is very important that students understand the different plans. More information regarding plan is available at FACTS.org under the middle and high school student tabs. Select “High School 101” and “Graduation Requirements”.
 - *College Prep* – for students who want to attend a 4 year university after graduation and also recommended for students who want to attend a 2 year college and then transfer to a 4 year school
 - *Career Prep* – for students who want to attend a community college, career or technical training center after graduation to study specific career training OR a military area of expertise
 - *College and Career Prep* – for students who want to prepare for both choices above to keep options open
 - *Standard Graduation Prep* – for students who plan to graduate with the minimum course requirements
12. **Career Cluster** –select a career cluster
13. **Major Area of Interest** –select a specific major area of interest
Note: Instruct students to search for Major Areas of Interest at their future high school, and the courses offered in each MAI, using the “Search for High School Majors” quick link on the Middle School Students page of FACTS.org.

PART 2: Creating an ePEP**Recommended Class Time:** 2-50 minute class periods

After completing the *ePEP Planning Worksheet*, students will need computers with internet access to enter the information on FACTS.org.

- A complete ePEP is a four year, 24 credit plan based on the state’s minimum high school graduation requirements.
- After the ePEPs are complete, a copy is printed and sent home for signature.
 - ePEPs print with three (3) signature lines: student, parent, and one professional signature: teacher, counselor or advisor. School districts determine where document is housed when returned.
- Counselors and educators can access their students’ ePEPs through the FACTS.org Student Activity System.
 - A Login ID and PW are required, which can be obtained from the District Guidance Supervisor.

Direct students to FACTS.org and select the “Middle School Students” tab from the menu bar at the top of the page. Click the red **ePEP** button on the right side of the page.

Step 1 - Create an ePEP Login ID & Password

- Click on “New User? Create Login ID & Password”
- Create a Login ID, which will be permanent, and Password, which can be changed
- If the Login ID has already been used, the student will be prompted to select another
- Once Login ID and password are accepted the system will automatically proceed to next step

Step 2 - Create Profile Information

- Enter Profile Information from ePEP Planning Worksheet
- Click “Next” to proceed

Step 3 – Create ePEP Settings

- Enter ePEP Settings from ePEP Planning Worksheet
- Click “Next” to open the ePEP

Step 4 - Add Classes

- The students will now see a blank academic plan with subject areas and credit requirements based on their ePEP settings.
- If the student selected standard diploma, adding courses is done in the “Subject Area” view; required course credits for each subject are found on the left side of the page. Adding classes to a special diploma ePEP is done in the grade level view.
- Instruct students to click on “Add Course”
 - Select grade level
 - Select course
 - Click “Add”
- Repeat these steps to add additional courses to the ePEP.
- Switching to the “Grade Level” view allows students to see what they have planned for each year.
- Ask students to add courses to each subject area to complete their plan.

NOTE: Courses and MAIs are specific to schools. Students can also plan Dual Enrollment and Florida Virtual School classes. You may need information from the guidance office regarding which year specific courses are taken in high school. (eg. Economics is usually taken in grade 12.)

Deleting Courses

- Deleting courses from a standard diploma ePEP is done in the “Subject Area” view.
- Click the red “X” next to the course to be deleted.
- A dialogue box will confirm the deletion.
- Click “OK” to remove the selected course from the ePEP.

UNDERSTANDING ePEP Tabs

Counselor Notes – Students can access/print notes from a counselor or teacher.

My Profile Information – Students update name, birth date, FSIN, district, school, and year of 9th grade entry here.

My ePEP Settings – Students update diploma type, graduation track, graduation plan, career cluster, and MAI here.

High School Evaluations – This feature is available to high school students who have successfully matched a transcript. (The first time a transcript match is possible is after October 1 of 9th grade.) The Evaluations compare student transcripts to requirements for high school graduation, Bright Futures Scholarships, and state university system admissions. A course summary of transcript courses is also provided.

Compare – This activity allows students to see what previous Florida high school graduates did after graduation. Students create a profile and view the percentage of graduates who continued their education at Florida’s universities, community colleges, and career technical centers.

Print – This tab re-formats the ePEP and adds signature lines for the student, parent, and one professional signature: student’s instructor, guidance counselor or student advisor.

Help - View frequently asked questions and helpful descriptions.

UNDERSTANDING ePEP Features

Red Smart Dots (•): In the instruction area, students can view the requirements needed for their specific graduation plan.

- If the student selected a College Prep, Career Prep, or College and Career Prep graduation plan, additional requirements are listed on the far right (three columns labeled academic electives, foreign language, and career tech electives).
- When a planned course satisfies one of these requirements, a red “smart dot” (•) is added to the appropriate column.

Summary Evaluation: Located at the bottom of the ePEP, this feature provides a review of what the student has planned.

- On the left, a summary count of courses required is compared to courses planned. On the right side, comments are generated based on planned courses.
 - **Notes** in red indicate that the plan *does not meet* a particular goal the student has set.
 - **Notes** in green are reminders of the additional requirements a student *has* planned.

Directions: Answer each of the following items. Your answers will be used to create your FACTS.org account and start your electronic Personal Education Planner (ePEP).

When you create your account you will be asked to create a Login ID and Password. Each must contain at least 8 characters and have no spaces. Your teacher may tell you what to use as your Login ID. Keep your ID and Password in a safe place.

PROFILE INFORMATION:

PERSONAL INFORMATION: These three items need to match your school records. For example, do not use a nickname.

| | | |
|----|-----------------------------------|---|
| 1. | First and Last Name | |
| 2. | Birth Date | Month: Day: Year: |
| 3. | Florida Student Identifier Number | <i>See your counselor/teacher for this number and keep it safe.</i> |

SCHOOL INFORMATION:

| | | |
|----|-----------------------------------|--|
| 4. | School District | |
| 5. | Middle School | |
| 6. | Future High School District | |
| 7. | Future High School | |
| 8. | The year I will enter High School | |

ePEP SETTINGS:

| | | | |
|-----|-------------------------------|---|---|
| 9. | Diploma Type (choose one) | <input type="checkbox"/> Standard (most common) | <input type="checkbox"/> Special |
| 10. | Graduation Track (choose one) | <input type="checkbox"/> 4 years/24 credits (most common) | <input type="checkbox"/> 3 years/18 credits* <small>* requires parent and counselor approval</small> |
| 11. | Graduation Plan (choose one) | <input type="checkbox"/> College Prep <input type="checkbox"/> College and Career Prep | <input type="checkbox"/> Career Prep <input type="checkbox"/> Standard Graduation Prep |

- *College Prep* – for students who want to attend a 4 year university after graduation and also recommended for students who want to attend a 2 year college and then transfer to a 4 year school
- *Career Prep* – for students who want to attend a community college, career or technical training center after graduation to study specific career training OR a military area of expertise
- *College and Career Prep* – for students who want to complete both of the above to keep their options open.
- *Standard Graduation Prep* – for students who plan to graduate with the minimum course requirements

CAREER CLUSTER AND MAJOR AREA OF INTEREST: Record the top Career Cluster and Major Area of Interest you would like to take at your future high school. Don't worry, you can change these later if you want.

| | | |
|-----|------------------------|--|
| 14. | Career Cluster | |
| 15. | Major Area of Interest | |