**GETTING STARTED**

It is through the collaboration of district leaders, school leaders and educators that a holistic, student-centered approach to post- secondary planning with MyCAP can provide students the opportunities to gain the knowledge, skills and experiences necessary for success after high school

**District Leaders:**

* Create a district leadership team representative of all aspects of education – administration, academics, business, counseling, career development – to create a blueprint for district-wide implementation
* Cultivate relationships with local MassHire Boards, businesses and community organizations to enhance access to contextual learning experiences for all students
* Communicate the importance of MyCAP development to schools, students, families, business and community organizations
* Support implementation by providing adequate resources for schools to access technology, provide professional development, and foster innovative design in career development experiences
* Identify electronic college and career planning platform for district-wide use (i.e., Naviance, MEFA Pathways, MassCIS)
* Analyze data, especially for underserved populations, to inform resource allocation and support across schools

**School Leaders:**

* Create a school leadership team to develop the MyCAP Scope and Sequence of learning and implementation plan.The team should reflect the variety of roles of school staff: i.e., administrator, counselor, classroom teacher, EL and/or Special Education teacher, specialists, school nurse, etc.
* Designate time (and funding) for leadership team to create the MyCAP Scope and Sequence
* Ensure there is flexibility in the current schedule or be open to make changes to master schedule for implementation of lessons and activities
* Prioritize professional development for all staff to understand value and priority of MyCAP for student engagement and attendance leading to improved behavior and academic achievement.
* Prioritize professional development/planning time/supports for curriculum teams to identify lessons and activities within content-specific curriculum that promote the college and career readiness of all students
* Regularly analyze school data to: (1) assess the effectiveness of MyCAP process both qualitatively and quantitatively; (2) ensure resources and supports are being equitably allocated and that additional supports and resources are available for targeted populations needing to make greater gains

**School Leadership Team:**

* Create four-year scope and sequence for college and career readiness
* Create communication materials in multiple languages as needed to explain the value of MyCAP for multiple audiences: teachers, students, parents and community partners
* Plan and prioritize the professional development for all school personnel
* Identify person or team for coordinating career development opportunities in- and out-of-school
* Support curriculum teams in identifying areas of connectedness with post-secondary planning process of students
* Regularly analyze data to ensure all students are actively participating in MyCAP development

**School Staff:**

* Include training time for student use of the online system
* Ensure all students have access to materials and activities that promote preparation for college and career
* Implement lessons and activities in core subjects that promote the college and career readiness of all students
* Engage students in conversations about their planning and future interests
* Support student implementation of MyCAP including information about the value for future success
* Support a school-wide attitude of post-secondary success for all
* Foster a growth mindset for each student so each one sees his/her potential