



Individual Learning Plan (ILP) Playbook Grades 9-12

The Kentucky Individual Learning Plan (ILP) Playbook offers educators recommendations for chronological themes and lessons for career exploration and social and emotional development to teach at each grade level (9-12).

Kentucky is among the first in the United States to couple career exploration and social and emotional development (SEL). It has been developed using [Erik Erikson's Stages of Psychosocial Development](#) as a framework for understanding grades 9-12 developmental tasks of achieving industry (competency) and development of identity. We also have utilized the [five social and emotional learning competencies from CASEL](#) (shown in the graphic below).



Because there are so many unique needs for our students at this level, the Kentucky Department of Education (KDE) recommends researching SEL activities from websites like

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Inspire Ed (inspired.fb.com). Educators may choose [projects and activities](#) based on timeframe, desired mood of students, school culture needs and purpose.

Career exploration is a priority goal for students in grades 9-12. The aim in Kentucky is to foster career exploration in all of the 16 career cluster areas in order to provide students the opportunity to delve into and learn more about future career options. Students are not expected to make conclusive, future career decisions at this stage of their development. [The 16 Kentucky career clusters](#) are intended for use in career exploration and are tied to career and technical education pathways in Kentucky. Incorporating career clusters into curricula in grades 9-12 empowers student decision-making for pathway selection(s), alignments and transition to high school.

As a reminder, KDE also used the ILP Playbook for grades 5-8 in order to accomplish many of the same tasks. The new *Kentucky Academic Standards for Career Studies* calls for middle school students to explore clusters/pathways and use the information to develop their ILP. While the playbooks start with grade 5 in the aforementioned document, KDE's goal is to eventually reach all Kentucky students in grades 1-12.

As educators, we recognize that students get more out of their high school experience when they are actively involved in their schools and when they see the connection between what they are being asked to do in the classroom and their future. As such, we ask students to explore their academic goals, career goals, postsecondary goals and opportunities to participate in extracurricular activities. We also ask students to explore community service opportunities. By helping others through community service and valuing them, students will grow as leaders while learning to accept and help those in need.

Beginning with the 2019-2020 school year, each school district shall implement essential workplace ethics programs that promote characteristics that are critical to success in the workplace for all elementary, middle and high school students. Below, you will find that the ILP Playbook offers educators recommendations for which essential workplace skills should be focused on for students in grades 9-12. The Kentucky Department of Education saw an opportunity for a direct alignment to the new *Kentucky Academic Standards for Career Studies* and adopted this chart from that document.

There is no single, ideal environment to facilitate ILP work, but [this video shows a great example of how you can intentionally schedule time for your students to do this work.](#)

The ILP Playbook is designed to be a useful tool to assist educators in creating meaningful ILPs and learning experiences for students. **We know that it only takes one influential, inspiring, positive adult to change the trajectory of a child's life. You are the expert educator in your**

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classroom and have the autonomy and creativity to design ILPs that work best for your students.

ESSENTIAL SKILLS

HIGH SCHOOL - GRADES 9-12

ADAPTABILITY

ES.H.1 Use a decision-making process to develop solutions to real-world problems.

ES.H.2 Model flexibility and willingness to try new things (e.g., critical thinking, problem solving).

DILIGENCE

ES.H.3 Demonstrate resilience and perseverance by showing willingness to complete a task.

ES.H.4 Outline and examine goals and priorities necessary to complete tasks.

INITIATIVE

ES.H.5 Evaluate failure as a learning opportunity.

ES.H.6 Model on-task behavior.

ES.H.7 Demonstrate and evaluate personal responsibility and pride in assigned work (e.g., asking clarifying questions, self-directed learning, self-initiated learning, quality of work).

ES.H.8 Document and reflect upon mastered skills (e.g., portfolio, resume, application packet, etc.).

KNOWLEDGE

ES.H.9 Apply important concepts in reading, writing, mathematics, science and technology to solve real-world problems.

ES.H.10 Defend important concepts in learning to an authentic audience (e.g., city council, business and community partners).

RELIABILITY

ES.H.11 Demonstrate consistent punctuality in a variety of activities.

ES.H.12 Propose appropriate attire for various situations.

ES.H.13 Practice ethical behavior (e.g., honesty, trust, compassion, acceptance) in various situations.

ES.H.14 Model self-control in all situations.

DRUG-FREE

ES.H.15 Identify and explain the consequences of substance abuse.

ES.H.16 Explain the need for random drug screening.

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COMMUNICATION

ES.H.17	<p>Initiate and participate effectively in a range of collaborative discussions with diverse partners, building on others' ideas and expressing their own clearly and persuasively.</p> <ul style="list-style-type: none">a. Work with peers to set rules for collegial discussions and decision-making (e.g., informal consensus, taking votes on key issues, presentation of alternate views), clear goals and deadlines and individual roles as needed.b. Speak clearly at an understandable pace using appropriate facts and relevant, descriptive details and complete sentences when appropriate.c. Propel conversations by posing and responding to questions that probe reasoning and evidence; ensure a hearing for a full range of positions on a topic or issue; clarify, verify or challenge ideas and conclusions; and promote divergent and creative perspectives.d. Respond thoughtfully to diverse perspectives; synthesize comments, claims and evidence made on all sides of an issue; resolve contradictions when possible; and determine what additional information or research is required to deepen the investigation or complete the task.e. Present information, findings and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance and style are appropriate to purpose, audience and a range of formal and informal tasks.f. Adapt speech, using both verbal and nonverbal skills, to a variety of situations, demonstrating command of formal English when appropriate.
ES.H.18	Respect individual differences and work collaboratively with people of diverse backgrounds, viewpoints and experiences.
ES.H.19	Practice effective conflict resolution strategies.



9th Grade ILP Playbook

Message to Students

Congratulations! You are entering your first year of high school. This year should be an exciting time for you. Use this year to explore your likes and your dislikes and find a career that may be compatible with your interests and your strengths. Develop relationships with fellow classmates, teachers, school counselors and administrators.

Try many clubs and organizations such as the speech club, soccer, a career and technical student organization related to your career pathway or any other extracurricular activity that matches your interests and strengths. Use this year as your launch pad to a successful high school career. Remember to have fun.

Academic Goals

- Plan your high school courses. Do they meet your high school graduation requirements?
- Record any awards or achievements you have gotten during this school year.
- What career and technical education courses do you need to take this year?
- What Advanced Placement, International Baccalaureate, Cambridge or dual credit opportunities are available to you and how would these courses benefit your career goals?

Career Goals

- Take an interest survey or career assessment and record results in your Individual Learning Plan.
- Write your career goal down. What educational requirements (high school, college, trade school, apprenticeships) will you need to meet that career option?
- Start developing your resume.
- Attend a career fair and research the military.
- Talk to teachers, counselors or other adults to help locate opportunities to gain real-world insight through job shadowing, mentoring, volunteering, etc

Postsecondary Planning

- Write down your post high school educational or career goal.
- Review two universities, community and technical colleges, apprentice programs or work-based opportunities that meet your post high school goals.
- Do a review of costs for those two colleges or research your potential earnings at the local industries if you were to start working there and continue working there

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throughout your career. Also, explore opportunities for advancement. What will it take to get a promotion? If you choose to look for a leadership position within the company or field, will the employer pay for your necessary training? Write your findings in your Individual Learning Plan.

- Learn college and career vocabulary such as admissions, admissions requirements, student loans, grants, KEES money, scholarship, dual credit, work-study, work-based learning opportunities, management, job duties, etc.

Extracurricular Activities

- Document any club, sports, visual/performing arts experience, community service and work experiences, including summer experiences, in your ILP.
- Document any leadership experiences you have been involved in this school year or summer.
- Consider a career and technical student organization aligned with your career pathway.

Social and Emotional Learning

This year is all about getting the support you need and feeling connected to others.

Explore the [lessons at inspireED](#) to learn how to get the support you need and to feel connected.

The Casel competencies explored in these activities for 9th-graders include self awareness, self-management, relationship skills and social awareness and more!



10th GRADE ILP Playbook

Message to Students

Congratulations on reaching your sophomore year of high school! You have completed one year of high school and you know the ropes, the attitude and strategies it takes to be successful in high school. If you are not where you want to be in your high school journey, ask a teacher or school counselor for assistance to get you on the right path.

Use this year to gain leadership skills by running for an office of one of the clubs or organizations you participated in last year or apply for the Hugh O’Brian Leadership Scholarship. Maintain or increase your grade point average and challenge yourself by taking Advanced Placement, International Baccalaureate or technical courses. Begin preparing for the ACT and the SAT by developing test-taking strategies and using the practice tests for the exams, the Pre-ACT and PSAT, respectively. Start your college list and start visiting colleges or start your career list and begin job shadowing in those careers. Continue to have fun and take care of your mental and physical health.

Academic Goals

- Plan your high school courses. Do they meet your high school graduation requirements?
- Record any awards or achievements you have gotten during this school year.
- What career and technical education courses do you need to take this year?
- What Advanced Placement, International Baccalaureate, Cambridge or dual credit opportunities are available to you and how would they benefit your future?
- How can you maximize dual credit scholarships and work-ready scholarships?
- Consider taking the [PSAT/NMSQT exam](#).

Career Goals

- Take an interest survey or career assessment and record your results in your ILP.
- Write your career goal down. What educational requirements will you need to meet that career option?
- Review and update your resume.
- Attend a career fair. Research the military.

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- Learn college and career vocabulary such as admissions, admissions requirements, student loans, grants, KEES money, scholarship, dual credit, work-study, work-based learning opportunities, management and job duties.

Postsecondary Planning

- Write down your post high school educational or career goal.
- Take a college readiness test. Review the results and write down your thoughts in your ILP.
- Review two universities, community and technical colleges, apprentice programs or work-based opportunities that meet your post high school goals.
- Do a review of costs for those two colleges. Write your findings in your ILP.
- Learn college and career vocabulary
- Attend a college fair. Research the military.

Extracurricular Activities

- Document in your ILP portfolio any club, sports, visual/performing arts experience, community service and work experiences, including summer experiences.
- Document any leadership experiences you have been involved in this school year or summer.
- Consider a career and technical student organization aligned with your career pathway.
- Apply for the [Hugh O'Brian Youth Leadership Program \(HOBY\)](#).

Social and Emotional Learning

This year is all about learning leadership skills. Explore the [lessons at inspirED](#) to learn how you can be energized and motivated to become a leader.

The Casel competencies explored in these activities for 10th-graders include self awareness, self-management, social awareness, responsible decision-making and more!



11th Grade ILP Playbook

Message to Students

As an 11th-grader, you are in it to win it. This is a critical year in your high school academic career and it can be a stressful time for students. If you are feeling stressed, take a deep breath and remember someone is always near who can assist you.

This year you should be focused on your resume, college applications and scholarship building. You want to focus your time and energy on activities that will showcase your skills, interests and abilities. You also want to highlight your caring side and participate in several community service projects; this will be easier if you take part in your club or organization's community service projects.

In October, take the PSAT and hopefully qualify for a National Merit Scholarship and begin your application for the Kentucky Governor's Scholar Program. Enroll in a dual-credit or Advanced Placement class and earn some college credit. Invest in an apprenticeship, internship or mentorship program to practice your workplace ethics. You are climbing the mountain to reach the valley below; take the time to enjoy your view. It will be a wonderful experience. Start preparing for PROM!!!

Academic Plan

- Review your high school courses. Do they meet your high school graduation requirements?
- Record any awards or achievements you have gotten during this school year.
- What career and technical education courses do you need to take this year?
- What Advanced Placement, International Baccalaureate, Cambridge or dual credit opportunities are available and how would these courses benefit your career goals?
- Begin preparing for the ACT.

Career Plan

- Take an interest survey or career assessment and record your results in your ILP.
- Review your career goal. What educational requirements will you need to meet that career option?
- Review and update your resume.
- Attend a career fair.
- Consider applying for an apprenticeship, internship or mentorship program.
- Consider sitting for your industry certification assessment.

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Postsecondary Planning

- Review your post high school educational or career goal. Is this still what you want to do after high school?
- Take the SAT or ACT tests and record your test results.
- Review two universities, community and technical colleges, apprentice programs or work-based opportunities that meet your post high school goals.
- What are the admission requirements and application deadlines? When should you apply?
- Do a review of costs for those two schools. Write your findings in your ILP.
- Create a financial plan for meeting college costs.
- Attend a college fair

Extracurricular Activities

- Document in your ILP any club, sports, visual/performing arts experience, community service and work experiences, including summer experiences.
- Document any leadership experiences you have been involved in this school year or summer.
- Consider applying for Kentucky Governor's Scholar Program.

Social and Emotional Learning

This year is all about self-care, self-acceptance and decision-making. You are going to start getting a lot of questions about what you'll be doing after graduation and may feel pressure to perform well this year on exams like the ACT. Explore the [lessons at inspirED](#) in order to find inspiration and purpose in your life.

The Casel competencies explored in these activities for 11th-graders include self awareness, self-management, social awareness, responsible decision-making and more!



12th Grade

ILP Playbook

Message to Students

This is it; you are in 12th grade, a senior. Congratulations! Don't let "senioritis" – a lack of motivation for school in your senior year – disrupt your year. Continue to work hard on your relationships, grades and your extracurricular activities.

Narrow down your college choices (if this is your choice) to three or four, submit your applications for admission and apply for scholarships. If you are still not satisfied with your ACT or SAT score, form a study group and give it one last try. Participate in a work-based learning experience such as an apprenticeship, internship or cooperative education learning experience so you can earn and save money for college, technical school or any work materials, such as uniforms, tools or boots.

Ensure you are on track to graduate by meeting with your school counselor early in the year. Remain drug-free and continue to communicate with your teachers, family and friends regarding your future plans. If you have followed this "ILP Playbook" throughout the years, you are ready for a successful transition into a post-secondary institution or a career. Best wishes.

Academic Plans

- Review your high school graduation requirements. Are you missing anything?
- Review your post high school plans from last year. Are they still aligned to your career interests?
- Record any awards or achievements you have gotten during this school year.
- Do you need to take AP exams? When do you take them?
- What career and technical education courses do you need to take this year?
- What Advanced Placement, International Baccalaureate, Cambridge, dual credit or articulated credit opportunities are available and how would these courses benefit your career goals?

Career Plans

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- Review the career assessments results you have taken. Do they still align to your interests?
- Review your career goal. What educational requirements will you need to meet that career option?
- Review and finalize your resume.
- Attend a career fair. Research the military.
- Consider applying for a cooperative program.
- Consider sitting for your industry certification assessment.

Postsecondary Planning

- Review your post high school educational or career goal. Is this still what you want to do after high school?
- Do you need to retake the ACT or SAT?
- Review two universities, community and technical colleges, apprentice programs or work-based opportunities that meet your post high school goals.
- What are the admission requirements and application or entrance exams deadlines? When should you apply?
- Do a review of costs for those two schools. Review your financial plan for meeting college costs.
- Have you applied for financial aid, including filling out the Free Application for Federal Student Aid?
- Request letters of recommendation, if needed, for college or a job.
- Attend a college fair. Research the military.
- Make plans to tour the colleges you would like to attend.

Extracurricular Activities

- Document any club, sports, visual/performing arts experience, community service, work experiences and summer experiences in your ILP.
- Document any leadership experiences you have been involved in this school year.

Social and Emotional Learning

This year is all about learning leadership skills. Explore [the lessons at inspirED](#) to learn how to find contentment and balance in your life. There are many pressures for you this year and the number one thing we want you to realize is that you are enough. We all like to compare our lives to those of others, but at the end of the day you are growing and learning. You can reach your goals!

The Casel competencies explored in these activities for 12th-graders include self awareness, self-management, social awareness, responsible decision-making and more!