

One of the most important activities for student success is the development and annual review of an Individual Graduation Plan (IGP). The [IGP fillable form](#) is designed to assist middle and high school counselors as they support students and their families with the planning process. Please email [sca@la.gov](mailto:sca@la.gov) or visit the [LDOE Individual Student Planning web page](#) and [Counselor Support Toolbox](#) for support and information.

### Purpose and Components of an Individual Graduation Plan

Two legislative acts provide guidance regarding the purpose and components of the IGP: Act 704 (2010) and Act 643 (2014).

Beginning in the eighth grade, students work with their school counselors to complete an IGP. This plan is reviewed, updated, and signed every year until graduation.

#### Purpose

- guide course selections for subsequent academic years
- reinforce exploration of education and career possibilities
- support decisions about and postsecondary education and workforce plans
- track courses and graduation requirements
- connect personal interests with academic coursework, career goals, and postsecondary plans

#### Components

- student demographics
- diploma pathway (10<sup>th</sup> grade)
- career goals
- extra-curricular activities
- assessments
- financial aid completion (12<sup>th</sup> grade)
- signatures (8<sup>th</sup>– 12<sup>th</sup> grades)

### Steps for Schools

1. **Use** an online career planning tool such as [My life. My way.](#) or LOSFA’s [Unlock My Future](#) to help students explore careers and align their academic work with their professional goals.
2. **Meet** with parent/legal guardian and student annually to choose courses, select a graduation pathway, review and update goals, and secure signatures.
3. **Document** the student’s chosen diploma pathway—Career Diploma or University Diploma—at the end of 10<sup>th</sup> grade.
4. **Store** the IGP.

### IGP Hosting and Archive Options

Schools may host IGP forms in one of three methods: 1.) the school system’s chosen career-planning system, 2.) the student’s cumulative folder, or 3.) LOSFA’s [Student Hub](#). The primary advantages to using the [Student Hub](#) are the ability to store the [IGP fillable form](#) for future reference and access to the TOPS Tracker, which allows the student to monitor his/her progress toward TOPS eligibility.

### Diploma Pathway Selection in Student Transcript System (STS)

The school counselor and STS data coordinator work together to ensure that the diploma pathway selections are entered into **STS**. Below are the recommended tasks for each.

Staff	Tasks and Responsibilities
School Counselors	Ensure that the student has declared a diploma pathway by the end of the sophomore year. Document the choice on the IGP form and select the appropriate diploma pathway in the local software system.
Data Managers	Verify that the appropriate diploma type code and/or career option code is on the student’s record. Correct errors before submitting data to STS.

Graduation Pathways
TU = TOPS University—regular education and Act 833 (No career option code required)
CA = Jump Start TOPS Tech Career Diploma—regular education and Act 833 ( <b>Career option code required</b> )
L1 = Jump Start TOP Tech Career Diploma for students assessed with LEAP Connect (No career option code required)