Academic and Career Planning (ACP) in the Middle School

The School District of Marshfield has partnered with Xello, an Academic Career Planning (ACP) tool, to increase student interest and motivation in learning knowledge and skills to help them prepare for the future. Educators and specialists receive "just in time" training prior to using ACP tools and conducting activities with students. Parents are encourages to review their child(ren)'s goals, activities, and plans periodically throughout the school year starting in 3rd grade.

To see your student's Xello account, either use your child's iPad and click on the "Xello" app or go to Marshfield School District homepage and have your student login with their school Username and Password. Their Username is their school email address which can be found on Skyward. Their password is simply their lunch account which they know well. Then your student knows to go to "My Apps" and scroll down to find the green Xello button.

In each grade level, kindergarten through twelfth grade, students will work towards achieving different outcomes. These outcomes are differentiated by grade level. The ACP process is designed to build each year to support the development of each student. The artifacts generated by students in each grade level are outlined in the table on the Academic & Career Planning Grade Level Standards, Artifacts & Activities section of this guide.

ACP Focus Activities	Grade Level	Staff	7th Grade College and Career Readiness Events
Complete inventories that help students understand themselves and the concept of a personal brand, and use the inventories to identify potential career interests to explore further	7	FCS and Learn	Middle School Lessons (Learn) • Purpose of ACP • ACP District Resources, ACP Guide and Website • Functional Goals • Course Registration • Update ACP • PBIS • Community Service • Problem Solving and Decision Making Activities:
Understand how to set academic and personal goals, and use school resources including the Course Offerings to develop a six-year academic plan	7	FCS and Learn	
Understand how to align course selection with potential career interests	7	FCS	

XELLO ACTIVITIES	Grade Level	Location	• Career and Technical Student Organizations • Counseling Registration Information Session • MSTC Career Exploration • Parent Registration Night • Personal Development Night
Career Matchmaker	7	Learn	
My Skills	7	FCS	
Learning Style Inventory	7	Learn	
My Saved Careers (minimum of 3)	7	FCS/Learn	
My Saved Clusters	7	FCS	
6 Year Education Plan (sketch)	7	FCS	
Hobbies and Interests (minimum of 2)	7	Learn	
Extracurricular Activities (minimum of 1)	7	Learn	
My Journal (minimum of 1)	7	Learn	
ACP Focus Activities	Grade Level	Staff	8th Grade College and Career Readiness Events
Understand graduation requirements, what makes up a high school transcript and the high school timeline of College and Career Readiness events	8	Career Quest	Middle School Lessons (Learn) • Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration • Career and Life Goals • Course Registration • Update ACP • Functional Resume Activities: • Job Application • Job Mock Interviews • Career Quest Café • Senior Panel • Heavy Metal Tour • Reality Store • High School Counseling Presentation- Courses and Registration
Review the High School Course Offerings to revise the six-year course plan, and use the Programs of Study to select courses that support personal goals	8	Career Quest	
Learn how to create a resume and understand the importance of building resumes over time	8	Career Quest	
XELLO ACTIVITIES	Grade Level	Location	
Career Matchmaker	8	Learn	
My Skills	8	Career Quest	
Learning Style Inventory	8	Learn	
My Saved Careers (minimum of 3)	8	Career Quest/Learn	
Career Selector	8	Careers Quest	

My Saved Schools (minimum of 1)	8	Careers Quest	• Individual Learner Plans • Tiger Course Hunt • Pathway Partners Mentoring Program Introduction • Career and Technical Student Organizations • Scope & Sequence with Career Clusters
School Selector	8	Career Quest	
My Saved Clusters	8	Career Quest	
Career Planning Activities (minimum of 1)	8	Career Quest	
Career and Life Goals	8	Career Quest	
Hobbies and Interests (minimum of 2)	8	Learn	
Extracurricular Activities (minimum of 2)	8	Learn	
Skills and Abilities (minimum of 1)	8	Career Quest	
My Journal (minimum of 3)	8	Learn	
Course Planner	8	Career Quest	