

A quality individual graduation plan (IGP) is crucial for student success. Per BESE [Bulletin 741](#), students work with their school counselors to complete an IGP by the end of grade 8; school counselors, students and families review, update, and sign the IGP every year until the student graduates. Many school systems use the [IGP fillable form](#) as designed; some use the LDOE form as a model for creating their own. *Regardless of format, school system leaders must keep abreast of policy changes and legislative updates that relate to individual graduation plans in order to ensure that their IGP process includes all required components.*

### Action Steps

1. **Analyze** student data from previous years (e.g., formative and summative assessments, course grades, attendance records).
2. **Use** career planning tools to help students explore careers and align their academic work with their professional goals (e.g., [My Life. My Way](#) from Louisiana Workforce Commission, [Unlock My Future](#) from Louisiana Office of Student Financial Assistance).
3. **Meet** with parent/legal guardian and student annually to choose courses, select a graduation pathway, review and update goals, and secure signatures.
4. **Document** diploma pathway selection at the end of grade 10 and financial aid completion at the end of grade 12.
5. **Store** the IGP.

### Storing and Archiving IGP

School systems should choose the method(s) they will use to store individual graduation plans. Some acceptable methods are the system’s career planning/student information system and the student’s cumulative folder. Some school systems also utilize the LOSFA [Student Hub](#) with their juniors and seniors. The primary advantages to using the [Student Hub](#) are access for students who transfer to a different school system, 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 diploma pathway selections are entered into STS for every student in grade ten and beyond.

- School counselors should ensure that the student has declared a diploma pathway by the end of the sophomore year, document the student’s selection in the IGP, and select the appropriate diploma pathway in the local software system.
- Data managers must verify that the diploma type is on the student’s record and correct errors before uploading data to STS. This includes verifying that the corresponding career option code is included for students on the career diploma pathway (except for students assessed with LEAP Connect).

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

Please visit [Individual Student Planning for College and Career Readiness](#) and the [Counselor Support Library](#) for more information.