K-12 Guidance Plan Sample Templates

Per Title 22 Chapter 339 regulation, all schools that either offer

PDE-approved career and technical education (CTE) programs or send students to another school for PDE-approved CTE instruction are required to submit a K-12 Guidance Plan (K12GP).

PDE does not prescribe the format for K12GP documents. However, the following sample templates may be used as guides to prepare uploads for the K12GP found in MyPDESuite, FRCPP.

Additional information can be found in Title 22 Chapter 339

and the K12GP Content Summary available in FRCPP Resources.

K12GP content questions should be emailed to

[ra-EDK12GP@pa.gov](mailto:ra-EDK12GP@pa.gov)

FRCPP system issues/questions should be sent to

[ra-EDFRCPP@pa.gov](mailto:ra-EDFRCPP@pa.gov)

TEMPLATE K12GP 339.32(1), FRCPP Item 5 (option 1)

**Guidance Services Program Calendar**

**School**

**Grade**

|  |  |
| --- | --- |
| July | August |
| Academic | Academic |
| Career | Career |
| Personal/Social | Personal/Social |
| September | October |
| Academic | Academic |
| Career | Career |
| Personal/Social | Personal/Social |
| November | December |
| Academic | Academic |
| Career | Career |
| Personal/Social | Personal/Social |

**Ongoing Monthly Counseling Activities**

|  |  |
| --- | --- |
| Counselor Related | Non-Counselor Related |
|  |  |
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TEMPLATE K12GP 339.32(1), FRCPP item 5 (option 2)

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| --- | --- | --- | --- | --- | --- |
| **School** | | | | | |
| **PROGRAM CALENDAR BY DOMAIN** | | | | | |
| Activity | Curriculum (Tier 1) | Responsive (Tier 2) | Individual Academic Career Counseling | System Support | Non-counselor Related |
| **SEPTEMBER** | | | | | |
| **Academic** | | | | | |
| **K-4** |  |  |  |  |  |
| **5-8** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **Career** | | | | | |
| **K-4** |  |  |  |  |  |
| **5-8** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **Social/Emotional** | | | | | |
| **K-4** |  |  |  |  |  |
| **5-8** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **OCTOBER** | | | | | |
| **Academic** | | | | | |
| **K-4** |  |  |  |  |  |
| **5-8** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **Career** | | | | | |
| **K-4** |  |  |  |  |  |
| **5-8** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **Social / Emotional** | | | | | |
| **K-4** |  |  |  |  |  |
| **5-8** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **NOVEMBER** | | | | | |

TEMPLATE K12GP 339.32(3), FRCPP Item 7 (option 1)

**External Resources by National Career Cluster**

**School**

|  |  |
| --- | --- |
| **Career Clusters** | |
| Agriculture, Food & Natural Resources  Architecture & Construction  Arts, A/V Technology, & Communications  Business Management & Administration  Education & Training  Finance  Government & Public Administration  Health Science | Hospitality & Tourism  Human Services  Information Technology  Law, Public Safety, Corrections, & Security  Manufacturing  Marketing  Science, Technology, Engineering, & Math  Transportation, Distribution, & Logistics |

**​Agriculture, Food & Natural Resources** – Job Titles from O\*Net – Agriculture, Agricultural Mechanization, Agricultural Production Operations, Agricultural & Food Products Processing, Horticulture/Horticultural Operations, Animal Sciences, Veterinary/Animal Health Technology/Technician & Veterinary Assistant, Agriculture Operations & Related Sciences, Natural Resources Management & Policy, Forestry Technology/Technician

* Provide links to agriculture related career resources

**Architecture & Construction** – Job Titles from O\*Net – Architectural Drafting & Architectural CAD/CADD, Mason/Masonry, Carpentry/Carpenter, Lineworker, Electrical & Power Transmission Installers, Building/Property Maintenance, Painting/Painter & Wall Coverer, Plumbing Technology/Plumber, Well Drilling/Driller, Construction Trades, Heating, Air Conditioning, Ventilation & Refrigeration Maintenance Technology/Technician

* Links to cluster related career resources

**Other, Military**

**General Career Resources**

* [O\*NET OnLine (onetonline.org)](https://www.onetonline.org/)

TEMPLATE K12GP 339.32(3), FRCPP Item 7 (option 2)

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| --- | --- |
| School | |
| **External Resources by National Career Cluster** | |
| Career Cluster | Career Resource Links |
| Agriculture, Food & Natural Resources |  |
|  |  |
|  |  |
| Architecture & Construction |  |
|  |  |
|  |  |
| Arts, A/V Technology, & Communications |  |
|  |  |
|  |  |
| Business Management & Administration |  |
|  |  |
|  |  |
| Education & Training |  |
|  |  |
|  |  |
| Finance |  |
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|  |  |
| Government & Public Administration |  |
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| Health Science |  |
|  |  |
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| Hospitality & Tourism |  |
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| Human Services |  |
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| Information Technology |  |
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| Law, Public Safety, Corrections, & Security |  |
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| Other, Military |  |
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TEMPLATE K12GP 339.32(4), FRCPP Item 8

**Annual Program Goals & Objectives**

**School**

**Grade**

|  |  |  |  |
| --- | --- | --- | --- |
| **Smart Format** | **Academic** | **Career** | **Personal/Social** |
| **S**PECIFIC:  What is the specific issue based on your schools’ data? |  |  |  |
| **M**EASURABLE:  How will we measure the effectiveness of our interventions? |  |  |  |
| **A**TTAINABLE:  What outcome would stretch us but is still attainable |  |  |  |
| **R**ESULTS:  Is the goal reported in results- oriented data (process, perception, outcome) |  |  |  |
| **T**IMELINE:  When will the goal be accomplished? |  |  |  |

TEMPLATE K12GP 339.32(5), FRCPP Item 9

**CTE Guidance Service Activities**

**Student Awareness**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade | Intervention/ Program/Events | Stakeholder Delivering | Data Used Success Indicator | Begin & End | Contact Person |
|  |  |  |  |  |  |
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**Parent Awareness**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Intervention/  Program Events | Date | Stakeholder  Delivering | Data Used  Success Indicator | Contact  Person |
|  |  |  |  |  |
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**Educator Awareness**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Intervention/  Program Events | Date | Stakeholder  Delivering | Data Used Success Indicator | Contact  Person |
|  |  |  |  |  |
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TEMPLATE K12GP 339.32(6), FRCPP Item 10

**Career Placement and Transition Services**

**for all students from school to work, college or military**

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| --- | --- | --- | --- | --- | --- |
| **School** | | | | | |
| Grade | # of Students | Guidance Activity that leads to **. . .** | Employment | Postsecondary Education | Military |
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TEMPLATE K12GP 339.32(7), FRCPP Item 11 (option 1)

**Consultation with Teachers and Administrators**

**School**

**Grade**

|  |  |  |  |
| --- | --- | --- | --- |
| **Guidance Curriculum** | **Prevention, Intervention, and Responsive Services** | **Individual Student Planning** | **System Support** |
| Purpose | Purpose | Purpose | Purpose |
| Academic | Academic | Academic | Academic |
| Career | Career | Career | Career |
| Social/Emotional | Social/Emotional | Social/Emotional | Social/Emotional |
| Counselor Role | Counselor Role | Counselor Role | Counselor Role |
| Percentage of Time | Percentage of Time | Percentage of Time | Percentage of Time |

TEMPLATE K12GP 339.32(7), FRCPP Item 11 (option 2)

**Consultation with Teachers and Administrators**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School** | | | | | | | |
| **Grade** | | | | | | | |
| Intervention Tier | Instruction | Appraisal & Advisement | Counseling | Referrals, Consultation, Collaboration | Defining, Managing, Assessing Activities | Fair-Share Responsibility Activities | ﻿Non-School- Counseling  Tasks |
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