**School Year 2016-17**

**Dear Parent or Guardian**,

The purpose of this letter is to give you information about the Education and Career Action Plan (ECAP) process at Pima Vocational High School. Parents and families play an important role in helping students plan for success after high school by providing support and guidance alongside teachers and youth specialists. We invite you to take part in the ECAP process and help your student reach his/her education and career goals after graduation.

***What is ECAP?***

In 2008, the State Board of Education approved ECAPs for all Arizona high school students. The goal of an ECAP is to guide students through a process that will help them to plan for a college and/or career path after graduation. The process at PVHS involves career exploration, planning and management activities, in which students learn about themselves and the options available to them upon graduation. This process allows students to connect academic courses and other activities to career goals that go along with their individual interests, skills, and values. The result of this process is a completed portfolio that contains academic and vocational course work, extracurricular activities, career research, and a plan for reaching career goals once they have graduated from high school. Graduating seniors are required to present their completed portfolios to a review panel that must include an administrator, a chosen teacher, a chosen student (under classman), a parent and/or other family member, and a community member, which can include a school board member, a workplace member or other. The ECAP process allows students and parents to work alongside PVHS teachers and youth specialists to personalize the education experience.

***What can I do as a parent or guardian?***

Depending on your student’s Advising level, which is based on earned credits, PVHS teachers help him/her explore interests, careers, colleges, scholarships, and more. However, an ECAP is not complete without family participation. Talk with your child at home about his/her strengths and talents, future dreams and goals, and the type of path in which he/she might be interested: career, technical school, two-year college, four-year university, military or volunteer service, etc. Go over your child’s portfolio and checklist and discuss what has been completed so far. (See attached.)

Please do not hesitate to contact us if you have any questions about the ECAP process.

**Sincerely,**

Michele Ray

Pima Vocational High School

Director

**I have received and read this letter regarding ECAP and what I can do as a parent to support my child’s post high school goals:**

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 Parent/Guardian Name (Printed) Parent/Guardian Signature