



***Dr. John D. Barge, State School Superintendent***  
***“Making Education Work for All Georgians”***

**Middle School Guidance for Career Cluster Activities**  
**Tracking Form**

**Revision 1**

**Revision History**

May, 2013--Initial Release

May, 2013--Revised

As a result of the HB 400 legislation (BRIDGE) and Georgia Department of Education State Board Rule 160-4-08-.09, Georgia identified specific tasks at grades 6, 7, and 8 to assist students and their parents/guardians in the educational and career planning process. This process also guides students with the development of the Individual Graduation Plan (IGP). The Individual Graduation Plan is a four year plan for students and their parents/guardians to assist them in college and career planning in grades 9-12. It is a plan and if necessary can be changed with approval with the student, parent/guardian, and counselor or advisor.

For accountability purposes, the College and Career Ready Performance Index (CCRPI) indicators are identified below:

- Percent of students completing two (2) or more state defined career related assessments/inventories by the end of grade 8
- All 8<sup>th</sup> grade students should complete and Individual Graduation Plan by the end of the second semester and record the plan in their electronic portfolios prior to the parent/student conference or student- led parent conference (CCRPI Indicator).

As an additional resource, The Georgia Department has created a ***Middle School BRIDGE (HB 400) Tracking Form*** to assist local school systems in tracking completed and uncompleted career activities for transferring students. The form will provide documentation and accountability for students if they move from one Georgia school system to another. It also provides a checklist for the completed and uncompleted required assessments and Individual Graduation Plan.

It is recommended that a designated person keep a record of completed activities as documentation, so that when a student transfers to a new school, the completed and uncompleted activities can be tracked and listed and the tracking form will follow the student to the new school. The tracking form helps with a consistency of record keeping for the local school systems as local schools need to maintain rolls per grade level of those students who have participated in career awareness activities. In addition, the tracking form is an accountability document for the College and Career Ready Performance Indicator requirement of two (2) career related assessments that must be completed by the end of the 8<sup>th</sup> grade.

The tracking form can serve as a resource in scheduling students into appropriate courses without major interruptions in meeting graduation requirements. This process will help to ensure that the legislative mandate of BRIDGE (HB 400) is being met to enable students to graduate with a vision that will lead them into successful careers. Please remember that appropriate documentation should be maintained as a **reporting** requirement of the College and Career Readiness Performance Index with:

- Percent of students completing two (2) or more state defined career related assessments/inventories by the end of grade 8
- Percent of students with a completed state defined Individual Graduation Plan (IGP) by the end of grade 8

Student Name: (Please Print) \_\_\_\_\_

Grade Level \_\_\_\_\_

Name of Current Enrolled School \_\_\_\_\_

System \_\_\_\_\_

Name of Receiving School \_\_\_\_\_

Name of School Official Completing Form: (Please Print) \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

Email Address \_\_\_\_\_

GaCollege411 Username \_\_\_\_\_ Password \_\_\_\_\_

**Instructions: Please check the appropriate box for completed and not completed activities**

**Grade 6 Career Related Assessments**

Completed

**Grade 7 Career Related Assessments**

Completed

**Grade 8 Individual Graduation Plan**

Completed

**Note:** If completed, include a copy with transferring document.

**For questions, please contact Dr. Myrel Seigler, Program Manager for School Counselors,  
at [mseigler@doe.k12.ga.us](mailto:mseigler@doe.k12.ga.us) or 404-657-8324.**