

June 8, 2020

Dear 8<sup>th</sup> Grade Parent or Guardian:

Throughout the year your student has been working with his or her counselor to complete their Academic and Career Plan (ACP) in Naviance Student. Two important components, the **resume builder** and the **draft course plan for high school**, are usually completed in June of 8<sup>th</sup> grade. Due to the closure, we are providing information below for your child to access and complete these two components that were scheduled to be completed in June.

Please have your child log into his or her ACP in Family Connection and, with your child, explore the following information:

- goals: (completed in September)
- results of the strengths and career surveys: (completed in November)
- Resume Builder
- draft course plans for high school

We have included screen shots with step by step instructions to complete each of the required tasks in that event that students may not have been available to complete the first 2 tasks in the listing. If your student needs assistance with any of the tasks for the ACP, he/she may feel free to reach out to their school counselor.

Ms. Johnson – [jljohnson2@fcps.edu](mailto:jljohnson2@fcps.edu)

Ms. Brodie – [zbrodie@fcps.edu](mailto:zbrodie@fcps.edu)

Mr. Harris - [mwharris1@fcps.edu](mailto:mwharris1@fcps.edu)

Ms. Spingler - [mmspingler@fcps.edu](mailto:mmspingler@fcps.edu)

You and your student can view the ACP in Naviance Student by either logging into your Blackboard Parent View account or by having your student log into his or her Blackboard account and then clicking on Naviance Student. Once in the Naviance Student account, click on the “about me” tab, scroll down, and click “portfolio.”

Once you have reviewed your child’s plan, use this link: <https://forms.gle/oMhktB9QugD2ui289> or this [Google form](#) to complete the verification form. The completion of this form will serve as your signature. This must be completed by **Wednesday, July 10, 2020.**

For more information about your child’s ACP, visit <https://www.fcps.edu/academics/graduation-requirements-and-course-planning/> or the [ACP website](#).



Adding Career  
Clusters.pdf



Career Cluster  
Finder.pdf



Resume  
Building.pdf



Resume Building  
Instructions.docx



Course Planner.pdf