



State of Arizona
Department of Education
Office of Superintendent Diane M. Douglas

October 2016

Dear High School Education Leaders:

The Arizona Department of Education is committed to assisting you in the successful implementation of the Education and Career Action Plan (**ECAP**) process for all of your students. Successful completion of the process will result in students graduating from Arizona schools with a greater perspective regarding their pathway options and with postsecondary plans aligned to their personal goals.

Each year ADE requests that you submit two ECAP documents. Please use the **ALEAT** system and deposit the two documents into your **ALEAT file cabinet** by **Friday, March 3, 2017**.

- 1. A copy of the school-wide implementation action plan or calendar**
(Action Plans or calendars should include: What, Where, When, Who in order to present a clear picture of your process.)
- 2. A copy of the format you use to capture the student ECAP Plan (A copy of one Class of 2016 student ECAP with all identifying student information removed in order to be FERPA compliant.)**

It is ADE's goal to highlight models, or "exemplars", on the ECAP website. If you have documents, lesson plans, or schedules beyond what is requested above, please use the ALEAT file cabinet.

Additional information on ECAP accountability and the State Board of Education Rule regarding ECAPs can be located at <http://www.azed.gov/ecap/>.

Questions regarding the **AzCIS** should be directed to Kay Schreiber at kay.schreiber@azed.gov

Should you have any questions or comments, please feel free to contact me at either my office line 602-542-5510 OR my cell line 480-332-4717. You can also contact me at james.buchanan@azed.gov.

Sincerely,

James Buchanan

James Buchanan, Ed. D.
Education Program Specialist
Highly Effective Teachers and Leaders
Arizona Department of Education

