



Arizona Department of Education
Office of Kathy Hoffman
Superintendent of Public Instruction



Dear High School Education Leaders:

The Arizona Department of Education is committed to assisting you in the effective implementation of an Education and Career Action Plan (**ECAP**) process for every high school student. Successful completion of the ECAP process will result in students graduating from Arizona's schools with a greater perspective regarding their education and career options, and with postsecondary plans aligned to their personal goals. Additional information on ECAP accountability and the State Board of Education Rule regarding ECAPs can be located on the webpage at: <http://www.azed.gov/ecap/>.

Each year ADE requests that you submit two ECAP documents. Please use the ALEAT system to upload the two documents into your **ALEAT 2020 ECAP Monitoring Instrument** by **March 6, 2020**. The two documents are:

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 ECAP process for ALL students*).**
*** See the attached ECAP Accountability Rubric to help with your site assessment.**
2. **A copy of a completed ECAP Plan from one student from the graduation class of 2020 with all identifying student information removed in order to be FERPA compliant).**

To ensure that ADE receives your submission, **please use the attached ALEAT instructions to locate and select the "submit" button**. Additionally, be sure to review any comments left in the "State Findings" ECAP 2018-19 box prior to submitting your 2020 documents.

It is the Arizona Department of Education's goal to highlight models, or "exemplars," on the ADE [ECAP website](#). If you have documents, lesson plans, or schedules beyond what is requested, please submit those directly to our ADE inbox: ECAP@azed.gov.

Should you have questions or concerns, please feel free to contact us.

Thank you.

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