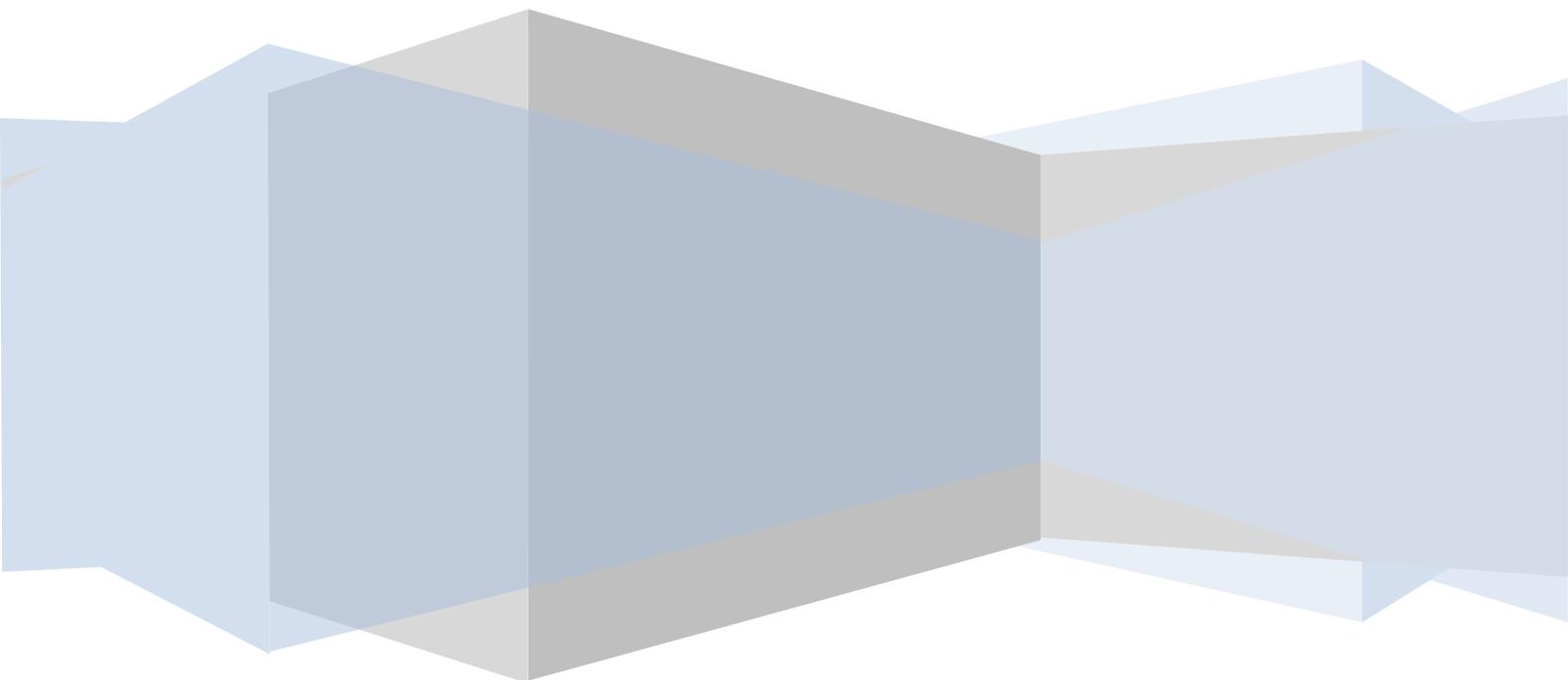


Delaware Department of Education

# A Guided Tour of Career Cruising for Parents

Learning About Your Child's Student Success Plan



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## *Learning About Your Child's Student Success Plan (SSP)*

Students across Delaware are required to complete a Student Success Plan (SSP). The SSP is fully integrated with the Career Cruising career guidance system. Career Cruising is an internet-based career exploration and planning tool that students use to explore career and school options and develop a career plan. Career Cruising can be accessed from school, home, the library, or wherever your child has access to the internet.

The SSP brings together career exploration activities, extracurricular experiences, and education achievements. Along with parents, advisors and teachers, your child can create a course of study that matches his or her goals and interests.

Parent/guardian access to the Student Success Plan allows you to:

- View the work your child has done.
- Learn more about careers and schools or training programs of interest to your child.
- Record comments on the SSP and email them to your child's SSP advisor.
- Participate in the Annual SSP Review.

This document will provide a brief walkthrough of Career Cruising, as well as show you how you can take a look at your child's SSP.

**Step 1: Contact your child's SSP Advisor for your Parent/Guardian SSP Tool username and password.**

Each parent/guardian has a unique parent username and password. This information will provide you with access to view your child's SSP and make any comments you would like to share with the SSP advisor.

**Step 2: Log into the Student Success Plan using Career Cruising**

Open your web browser (such as Internet Explorer or FireFox) and go to [www.careercruising.com/ssp](http://www.careercruising.com/ssp).

On the SSP login page, enter your parent username and password.

Once you've logged in, you will see the Parent/Guardian SSP Homepage. From here, you will be able to access all the features of the Student Success Plan your child is developing.

### Step 3: Career Exploration and the SSP



The menu bar with blue buttons makes up the different components of your child's SSP. To view and add comments to any one of the items of the SSP your child has developed, simply click on any of the buttons. If you wish, you can email comments to your child's SSP advisor.

From the menu bar on the left-hand side of the SSP Homepage, click the blue button that says "*Career Cruising*". Three options will appear: "Career Matchmaker", "Careers of Interest", and "Schools of Interest".

**Career Matchmaker** - Click on "*Career Matchmaker*". You will see the top 10 Career Matchmaker suggestions for your child as a result of a career interest inventory he or she completed. You will also see Career Clusters that relate to your child's interests. After reviewing this section, parents/guardians have an opportunity to add a comment to the SSP. If you want, click on "Add a Comment" and type in your thoughts.

**Careers of Interest** - Click on "*Careers of Interest*". This section lists the careers saved to your child's SSP and the comments your child has recorded about each career.

**Schools of Interest** - Click on "*Schools of Interest*". This section lists the schools saved to your child's SSP and the comments your child has recorded about each career.

### Step 4: Other Components of the SSP

**Goals and Plans** - There are four options to view on the Goals and Plans section. They are: "Career and Life Goals", "Career Cluster Interests", "Post-Secondary Goals", and "Career Planning Activities". You can view what your child has saved to his or her SSP by clicking on those options.

**Education Plan** - Each student must develop an educational plan to reach post-school goals. This section of the SSP allows you to view the plan your child has developed and saved to the SSP.

**Activities & Abilities** - Part of the SSP includes the opportunity for students to list any extracurricular activities, hobbies & interests, particular skills and abilities, along with awards & certificates they may have received.

**Community Service** - If your child has performed any community service volunteer activities, they can be included in the SSP in this section.

**Work Experience** - Summer or part-time jobs can be documented and saved in the SSP by your child.

**Step 5: Support Services**

Often, students will need some help to be as successful as possible in their academic work in high school. Parents/guardians can add support services to the SSP by clicking on the blue "Support Services" button on the left-hand side of the SSP Homepage. In this section, you have the opportunity to include supports into your child's SSP, as well as contact your child's SSP advisor with any comments.

**Step 6: View Your Child's Student Success Plan**

Click on the "*Printer-Friendly Version*" button on the left-hand side of the SSP Homepage. You will see the options of all the components of your child's SSP on the page. Then, click on "*Printer-Friendly Report*", and your child's SSP, with all the information they have researched and saved, can be reviewed.

**Step 7: Annual SSP Review (VERY IMPORTANT)**

On the SSP Homepage, you will see a section entitled, "Quick Links". This contains important information for parents/guardians. This section also includes a place for parents/guardians to confirm that they have reviewed the document their child has created. Delaware regulations require a Parent/Guardian Annual SSP Review for all students. The goal of the SSP is to help share information among students, parents/guardians and school staff at your child's school.

To do this, click on "*Annual SSP Review*" in the "Quick Links" section of the SSP Homepage. You will see the following:

**Parent/Guardian SSP Review** Click on the Parent/Guardian SSP Review button and complete the following form to confirm that you have reviewed the content of your child's Student Success Plan.



This section allows you to indicate that you have reviewed the content of your child's Student Success Plan. Please use the area below to record any comments regarding your child's SSP.

- Yes, I have reviewed my child's SSP.
- No, I have not reviewed my child's SSP.

You may also add any comments you wish, and this information will be received by your child's SSP Advisor.

Once this has been done, your child's annual SSP review is complete. If you have any questions, please contact your child's SSP Advisor.

**Some Things for Parents/Guardians to Remember...**

- » Keep your Parent/Guardian SSP username and password. Write them down somewhere safe in case you forget them, but do not share them with anyone.
- » If you enter your email address in the Parent/Guardian Profile part of the Personal Profile, you can retrieve your Parent/Guardian SSP password electronically.
- » You can add comments to your child's SSP. These comments can be viewed by your child's teachers and counselors.
- » The goal of the SSP is to help share information among students, parents or guardians, and staff at your child's school.
- » It is important to logout of the Parent/Guardian SSP at the end of each session.