

# Support Personnel Accountability Report Card (SPARC)

## 2017–18 Instructions

**Submission deadline is March 2, 2018, at 5:00 p.m.**

**Late submissions are not accepted**

The SPARC requirements, student outcome lists, and helpful hints needed to complete your SPARC are in these instructions which are also posted inside the SPARC Online application. You may refer to them while completing each section of your SPARC.

The SPARC process has 5 steps:

1. Set up a new or access an existing account
2. Complete your SPARC
3. Submit your SPARC for review
4. Complete the survey
5. Review by the California Department of Education

### 1. Set up a new or access an existing account

Your school must have an online account to participate and each school is limited to one account.

If you do not have an account and would like to participate, complete the [Sign Up form](#). You may also access the Sign Up form from the SPARC Online home page.

Note: When establishing a new account, your official SPARC contact for your account **must be** a permanent school site employee with a school or district domain e-mail address.

### 2. Create your SPARC

Before typing your information into the SPARC Online application, use the template at the end of this document to organize, save, and peer review your information. Once you are satisfied with what you have written, cut and paste your information into the SPARC Online application. The template is also posted on the Instructions page as a Word document.

SPARC Sections:

- Principal's Message
- Career and College Readiness Student Outcomes
- 21<sup>st</sup> Century Skills

- School Site Programs and Community Partnerships
- Student Support Team

### 3. Submit your SPARC for review

**Approvals:** While your SPARC does not require digital signatures, it does require approval from various individuals. In the Approvals section, you will write in the names of people who have confirmed the information and/or approved the submission. This list must include all members of the Student Support Team (SST), one parent and one student representative, the Principal and the Superintendent or CEO. Inclusion of a person's name signifies participation in, approval of, and/or permission to post your SPARC.

**Submission:** You will submit your completed SPARC electronically via the SPARC Online Application. When you click on "submit", your SPARC will be forwarded for review and you will be redirected to the survey. You must complete the survey to complete the submission process.

When you download a copy of your SPARC after submitting it for review, the word "Draft" will appear on the bottom of page two. This will change to the official SPARC seal once your SPARC passes the review.

Questions or notifications about your SPARC will be e-mailed to your official school contact person (named in your sign-up form). This person must be a permanent, full-time school employee. Your SPARC may be developed by a graduate student intern but your intern cannot be the official contact.

### 4. Complete the survey

When you click on "Submit for Review", you will be redirected to the SPARC survey. Once you complete the survey, your submission is complete.

### 5. Review by the California Department of Education (CDE)

**SPARC Schools** are solely responsible for the accuracy, timeliness, and completeness of the information or data contained in their SPARC. The CDE will review SPARCs for adherence to the content and formatting requirements as described in these instructions. Approval of participation is contingent on addressing all content and format requirements.

Reviewers will check to see if all the requirements have been met, if the student outcomes data and your narratives support each other, and if there are any errors. A SPARC with errors will not be approved.

To ensure your SPARC will be approved, it is strongly recommended that you thoroughly review the SPARC Instructions and use the SPARC Template and SPARC Submission Review Checklist.

The SPARC Template is included with these instructions and will help you meet the character count limits, spot typos and grammatical errors, and avoid any technical glitches which can occur when typing content directly into the online application.

The SPARC Submission Review Checklist is also included with these instructions and will help ensure you are addressing all the required elements for each section of the SPARC.

Common errors to avoid:

- Missing required elements. The required elements are spelled out in these instructions and are posted in each section of SPARC Online.
- School name: use your school's official name the first time and then use its shortened name or an initialism thereafter.
- Errors in spelling, grammar, spacing, punctuation, capitalization, verb agreement, possessives, plurals, sentence structure, and word choice (e.g. "counsel" versus "council").
- Acronyms and initialisms are inconsistent. (i.e. use the same acronym or initialism to reference your school throughout your SPARC).
- Do not use ampersands (&).
- Use whole words only, do not use abbreviations or partial words.

Many problems can be avoided by having one or two individuals proofread your SPARC.

Approved SPARCs receive the SPARC Seal at the bottom of page two, schools will receive a SPARC Certificate of Participation, and SPARCs will be posted on the California Career Resource Network's website.

## **Using the SPARC Online Application**

Before typing your information into the online application, it is strongly recommended that you use the template at the end of this document to organize, save, and peer review your information. Once you are satisfied with what you have written, cut and paste your information into the SPARC Online application. The template is available at the end of these instructions and on the SPARC Online Instructions page.

## **Content Requirements**

**Principal's Message:** In this section, your narrative should describe the role of the school's student support system and team in promoting student career and college readiness:

## Required Elements

1. Must include a statement on the school's efforts to support all students in becoming career and college ready.
2. Must include a statement on making/keeping your school environment safe with a climate conducive to career and college readiness success.
3. Must include two (2) career and college ready goals the SST hopes to achieve next year.
4. Must include a statement regarding the alignment of your SPARC to your Local Control Accountability Plan (LCAP) or Single Plan for Student Achievement (SPSA). *(This statement does not apply to adult education programs, private schools, and charter schools.)*

## Helpful Hints

Review the [SPARC examples](#) posted on the SPARC Online Instructions page.

- The SPARC provides an opportunity to highlight the leadership of the SST in helping students become career and college ready. The Principal's Message should highlight the work of the SST in meeting the required elements.
- Your school's School Accountability Report Card (SARC) may contain useful content for this section. You can find your school's SARC at the CDE page, "Find a School Report Card" at <http://sarconline.org/>.

**Student Outcomes:** In this section, provide evidence documenting the impact your SST is having in helping students develop career and college readiness skills.

Student outcomes are defined as measurements of student achievement. Outcomes must indicate the end result of student work: graduation, activities or workshops completed, assessment results, certifications earned, new knowledge acquired as indicated by assessments taken, etc. *Participation in a course or program is not a student outcome.* Results mean the knowledge, skills, or abilities students acquired.

When selecting student outcomes, keep in mind:

**Career readiness** outcomes indicate a student is gaining the skills and knowledge necessary to proceed to the next step on a chosen career path, whether that is postsecondary career-related coursework, industry certification, or entry into the workforce. Employability skills and technical, job-specific skills related to a specific career pathway are essential in any career area.

**College readiness** outcomes indicate a student is gaining the skills and knowledge necessary to succeed in credit-bearing courses in college. "Succeed"

is defined as completing entry-level courses at a level of understanding and proficiency that prepares the student for subsequent courses.

## **Required Elements**

### **Student Outcomes Introduction**

Write a general narrative statement in the textbox.

- Describe the importance of student outcomes to evaluate program effectiveness.
- Reference the two outcomes you will select in the career and college readiness categories.

### **Student Outcomes**

Select an outcome from the dropdown menu for each of the two categories: Career Readiness and College Readiness. You must select one outcome for each category.

Each outcome has a narrative textbox in which you will describe and explain the outcome you selected.

1. In the narrative, you must enter the data that describes the chart and matches the outcome you selected.
2. Explain the SST's role in obtaining the outcome results. Use language like "Members of the SST supervised, provided technical assistance, arranged for resource allocation, monitored, taught/led groups, coordinated, contributed, etc." that will help show the connection between SST efforts and the outcome results.
3. Select your chart type (bar or pie), input your labels (Year, Grade, Other) and data in the textboxes, then click on the "preview chart" to review your chart.

### **Helpful Hints**

Review the [SPARC examples](#) posted on the SPARC Online Instructions page.

You decide what outcomes you want to describe in the narrative. Then provide the data you will use by filling in the textboxes labeled "Year, Grade, Other" and "Number of Students". You can compare your data in a variety of ways such as year-to-year (2015 to 2016), a series of years (2015, 2016, 2017), across grades in one year (eighth through tenth grades in 2016), or any comparison that makes sense for the data you plan to use. The following are examples of how the data you enter is converted into the chart that will appear on your SPARC.

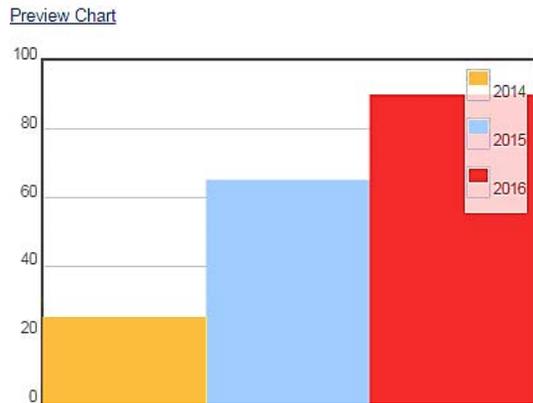
Example 1 shows a three-year comparison of the percentage of students completing a college options project:

### You enter your data

Chart  
Bar (numbers)

Year, Grade, Other	Number of students
2014	25
Year, Grade, Other	Number of students
2015	65
Year, Grade, Other	Number of students
2016	90

### SPARC Online generates the chart



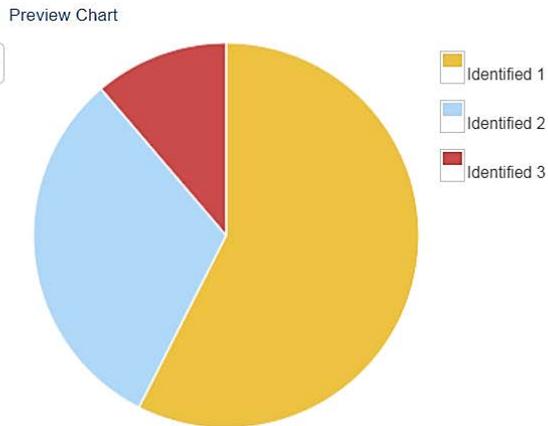
Example 2 shows the number of students able to identify behaviors and activities common to both school and workplace settings:

### You enter your data

Chart  
Pie (numbers or percentages)

Year, Grade, Other	Number of students
Identified 1	358
Year, Grade, Other	Number of students
Identified 2	195
Year, Grade, Other	Number of students
Identified 3	70

### SPARC Online generates the chart



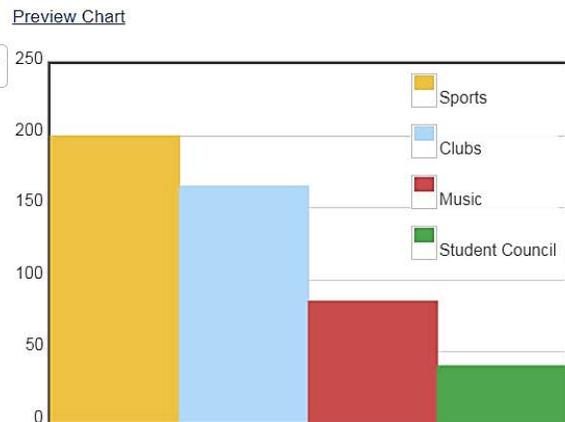
Example 3 shows a list of school activities and the number of students participating in each activity:

### You enter your data

Chart  
Bar (numbers)

Year, Grade, Other	Number of students
Sports	200
Year, Grade, Other	Number of students
Clubs	165
Year, Grade, Other	Number of students
Music	85
Year, Grade, Other	Number of students
Year, Grade, Other	Number of students

### SPARC Online generates the chart



## **Student Outcome Options in the Dropdown Menus**

You will choose one outcome from the Career Readiness list and one from the College Readiness list:

### **Career Readiness List of Student Outcomes**

1. Academy Graduation
2. ASVAB Career Exploration Program Completed
3. California Career Center Assignment Completed
4. California CareerZone Assignment Completed
5. Career Action Plan/Postsecondary Plan Developed
6. Career Exploration Activity/Module Completed
7. Career Options can be Clearly Described
8. Career Pathway Completed
9. Career Technical Education/Industry Certificate Earned
10. Career Technical Education Course(s) Completed
11. Career Technical Education Program of Study Completed
12. Career Technical Student Organization (CTSO), Active Involvement
13. Career-related Certificate Earned
14. Computer-assisted Career Planning Program Assignment Completed
15. Financial Literacy Activities/Programs Completed
16. High School Plan Developed
17. Internships Completed
18. Job Search Skills Acquired
19. Middle and High School Plan Developed
20. Occupational/Career Goal can be Clearly Described
21. Postsecondary Goal can be Clearly Described
22. Skill Certificates Earned
23. Work-ready Certificate Earned
24. Workplace Habits Practiced and Documented

### **College Readiness List of Student Outcomes**

1. Achieving Academically at Grade Level
2. A-G Sequence of Courses Completed
3. ACT Results
4. AVID Program Completed
5. California Public College Options can be Clearly Described
6. College Acceptance
7. College Admission Requirements Completed
8. College Application Account Established
9. College Education for Career Goals can be Clearly Described
10. College Enrollment
11. College Goal/Major can be Clearly Described
12. Community College Course Completed

13. EAP Results
14. FAFSA Submitted
15. Homework and Study Skills Acquired/Practiced
16. Honor Roll Recognition
17. Online Course Completed
18. PSAT National Merit Scholarship Qualifiers
19. SAT Results
20. Scored 3 or Better on Advanced Placement Exams
21. Study and/or Test Taking Skills Acquired/Demonstrated

### **FAFSA and Financial Literacy Tip**

“FAFSA Submitted” is a College Readiness indicator; it is not a Career Readiness financial literacy indicator. Financial literacy is “the ability to use knowledge and skills to manage financial resources effectively for a lifetime of financial well-being.” Students completing a CareerZone Make Money Choices or similar activity could be reported for the financial literacy indicator.

### **Elementary School Tips**

Elementary school teams are encouraged to participate in the SPARC process so they, too, can document the career and college readiness work they are doing at the elementary level. The following is a list of outcomes that elementary school SSTs may find most relevant to their grade levels but elementary school programs are not limited to these options. These outcomes are numbered by the order in which they appear in the list above:

### **Elementary School Career Readiness Outcomes**

3. California Career Center Assignment Completed
4. California CareerZone Assignment Completed
6. Career Exploration Activity/Module Completed
7. Career Options can be Clearly Described
15. Financial Literacy Activities/Programs Completed
19. Middle and High School Plan Developed
20. Occupational/Career Goal can be Clearly Described
21. Postsecondary Goal can be Clearly Described
24. Workplace Habits Practiced and Documented

### **Elementary School College Readiness Outcomes**

1. Achieving Academically at Grade Level
5. California Public College Options can be Clearly Described
15. Homework and Study Skills Acquired/Practiced
16. Honor Roll Recognition
21. Study and/or Test Taking Skills Acquired/Demonstrated

**21<sup>st</sup> Century Skills:** This section includes a narrative description of 21<sup>st</sup> Century Skills outcomes and bullets for up to three Additional Achievements. Twenty-first Century Skills are skills identified as being necessary for success in the modern world of work.

### **Required Elements**

1. Write a narrative describing the activity used and the 21<sup>st</sup> Century Skills developed (see Helpful Hints for examples of 21<sup>st</sup> Century Skills). Be sure to describe the SST contribution in achieving those outcomes.
2. To highlight the SST contribution, use language like “Members of the SST supervised, provided technical assistance, arranged for resource allocation, monitored, taught/led groups, coordinated, contributed, etc.” This will help show the connection between SST efforts and the outcome results.

### **Additional Achievements**

Use the textboxes to briefly describe up to three additional career and college readiness related achievements.

These are brief statements about key career and college readiness related achievements that do not appear elsewhere in your SPARC. Here are two examples of Additional Achievements: 1) “In 2016, our students provided 6,700 volunteer hours to our local community” and 2) “In 2016, our school was awarded a \$10,000 grant from Learning Through the Arts to support our Media and Arts program.”

### **Helpful Hints:**

Review the [SPARC examples](#) posted on the SPARC Online Instructions page.

### **Examples of 21<sup>st</sup> Century Skills to consider:**

- Collaboration
- Communication
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Ethics and Legal Responsibilities
- Information and Media Literacy
- Leadership
- Responsibility and Flexibility
- Self-management
- Teamwork

While there is no definitive list of 21<sup>st</sup> Century Skills, you may wish to refer to the following resources for more information:

- [Skills and Qualities for the 21<sup>st</sup> Century World of Work](#)

<https://www.calcareercenter.org/Home/Content?contentID=122>

- [California Standards for Career Ready Practice](http://www.cde.ca.gov/ci/ct/sf/documents/ctescrpflyer.pdf)  
<http://www.cde.ca.gov/ci/ct/sf/documents/ctescrpflyer.pdf>

**School Site Programs and Community Partnerships:** This section asks you to identify your school site programs and community partnerships. These programs and partnerships should reflect an active relationship in funding, organizing, monitoring, collaborating, and/or referrals with your student support system and school.

**School Site Programs** are onsite programs and services that support student career and college readiness. Examples of school site programs include curricular resources, leadership/personal skills opportunities, student organizations, career center, peer programs, etc.

**Community Partnerships** are external agencies that provide their talents and opportunities to your students. Resources provided by community partners may include financial support, internships, referrals, mentoring, etc. Examples include the chamber of commerce, local colleges, businesses, and other community-based programs.

### Required Elements

Must include a narrative explaining the importance of school site programs and community partnerships in helping your students become career and college ready. Write your narrative in the textbox.

#### School Site Programs List

- Must include the program name followed by the resources or elements of the program. List as many programs as space allows, do not use “etc.” See Helpful Hints.

#### Community Partnerships List

- Must include the community partner’s name followed by a brief description of their contribution(s) to your school. List as many partnerships as space allows, do not use “etc.” See Helpful Hints.

### Helpful Hints

Review the [SPARC examples](#) posted on the SPARC Online Instructions page.

You can choose to describe a school site program by providing detail about either the resources involved in offering that program or about the program elements. Below are School Site program examples showing the program name with either the core resources that are a part of that program or elements of the program:

*Program title with core resources*

- Career Exploration: California CareerZone, ASVAB CEP
- College Exploration: KnowHow2GO, California CareerZone, CaliforniaColleges.edu
- Career Planning: California Career Center, California CareerZone, Big Future

*Program with elements of the program*

- Ready to Work: Internship, job shadowing, mock interviews
- Citizens 101: Peer mediation, conflict resolution, public spaces
- Families in the Loop: College Night, Career Night, Safe at School program

The following Community Partnership examples show the partner's name followed by a brief description of their contribution(s) to your school:

- Chamber of Commerce: Annual mock interviews, job shadowing, career days
- Mental Health Center: Mental health services, community resources
- Pacific Business Group: Fieldtrips and part-time jobs

**Student Support Team (SST):** This section describes your SST's work, identifies the team members and their qualifications, and establishes the SST school site contact for the public.

Your team is comprised of site-based counselors, teachers, teacher librarians, advisers, certificated or classified personnel, volunteers, or other individuals that provide a wide range of student support services impacting student development of career and college readiness and 21<sup>st</sup> Century Skills.

Describe your SST's work. This section is an opportunity to provide information about who you are as a team. It reinforces the themes of professionalism, accountability, and open communication.

### **Required Elements**

1. The narrative must include a statement about your school providing an equitable student support system to prepare all students for career and college. It must also include information about the team members' memberships in professional organizations or associations. Name the professional organizations or associations.
2. Identify the team members and their qualifications. Complete the team chart and include each person's position title, number of years in that position, and qualifications. Follow these criteria:
  - A minimum of four service areas must be included. Service areas may include school counselor, nurse, psychologist, social worker, classified staff, teacher, administrator, etc.

- Qualifications include academic degrees, credentials, specialized training, school district in-service/workshop completion or certification, college credits, or college coursework.
  - If your SST has more members than will fit on the chart, be sure to list all team members in the Approval section on the SPARC Online page.
3. Provide the name, telephone number, and e-mail address of a school-site contact person who can answer questions for volunteers and community organizations that may be interested in providing programs or services to your school. Write this information in the textboxes.

## Helpful Hints

Review the [SPARC examples](#) posted on the SPARC Online Instructions page.

You may use initialisms for professional qualifications. For example:

- AA or AS: Associate of Arts or Associate of Science
- ASC: Administrative Services Credential
- BA or BS: Bachelor of Arts or Bachelor of Science
- EdD: Doctor of Education
- MA or MS: Master of Arts or Master of Science
- MFT: Marriage and Family Therapist
- MSW: Master of Social Work
- PPS: Pupil Personnel Services Credential
- PhD: Doctor of Philosophy
- TC: Teaching Credential
- TLSC: Teacher Librarian Services Credential

**Approvals:** Approvals include the SST members who participated in the process and/or reviewed your completed SPARC. By listing members on this page, you are confirming they approve the submission of your SPARC to the CDE for professional review.

In addition to SST members, one parent and one student representative must review your SPARC and their names must be listed on this page.

Lastly, the Principal and Superintendent or CEO names must also appear on this page and by listing them you are confirming they reviewed and approved your SPARC for submission and posting on the Internet.

**Submission:** In this section, you will enter the information needed to submit your SPARC.

## Required Elements

1. Use the SPARC Submission Review Checklist provided in these SPARC Instructions to confirm you have included all the required information.
2. You will need the name, telephone number, and e-mail address of the person submitting your SPARC.
3. Confirm you completed each section.
4. Click on the “Submit for Review” button.
5. Complete the survey.

After submitting your SPARC for review, you will be redirected to the survey. Complete the survey to finish your SPARC submission process.

The status of your SPARC will be e-mailed to your school contact after your SPARC has been reviewed.

## **Additional Information**

### **Contact Information**

There are three places in SPARC Online that require contact information:

#### **1. School Profile Page**

This is the official school contact that is saved in the CDE’s SPARC files; this contact must be a permanent school site employee.

#### **2. Student Support Team**

This is the public contact whose information will be printed on page two of your SPARC. This person is responsible for communicating with community and business organizations that may be interested in supporting your school site programs.

#### **3. Submit Your SPARC**

This is the information for the person who is actually submitting your SPARC. It may be a permanent school site employee or a graduate student intern. This information will be used if there are any questions related to the submitted SPARC.

## **Recognition: Certificate and SPARC Seal**

If your school’s SPARC meets the requirements outlined above and passes the official review, a Certificate of Participation will be e-mailed to the school site contact, the SPARC Seal will be stamped on the approved SPARC, and the SPARC will be posted on the California Career Resource Network website.

An e-mail will be sent to your SPARC contact after April 1 notifying you of your status. No status inquiries will be answered before April 1.

Use your SPARC to publicize your student support efforts:

- School Board, faculty and community presentations
- LCAP, WASC or CCR documentation
- school and/or district website posting
- parent and/or guardian information

If you must make an important presentation before April 1, and plan to use your SPARC, contact the California Career Resource Network at [calcrn@cde.ca.gov](mailto:calcrn@cde.ca.gov) or call 916-323-6544 to see if arrangements can be made to finalize your SPARC before your presentation.

# SPARC Template

Use this template to write out your SPARC narratives. This makes it easy to share your content with the rest of your team, get feedback, and finalize it before inputting it in the SPARC Online application. When you are satisfied with what you have written, copy and paste each narrative into the corresponding section in the SPARC Online application. This template is also available as a stand-alone Word document and is posted on the SPARC Online Instructions page.

## Student Outcomes

You will need to select your career readiness and college readiness student outcomes before you can write your narrative. After you select an outcome, gather your data and use that to write your narrative. Your outcome data must be included in your narrative. See the SPARC examples posted on SPARC Online Instructions page.

## Helpful Hints

- Each section has a set amount of characters available (the actual numbers are on the next page). To find the character count of what you have written using Microsoft Word, follow these steps:
  1. Highlight the text you want to count
  2. Select “Review” from your top navigation bar
  3. Then select “Word Count”

In the popup window, look at “Characters with spaces” to see your count. Other word processing software most likely follows a similar process. Another way to check your character count is to paste your text into the SPARC Online application and see if it fits.

- Compare your narratives to the SPARC Instructions to be sure you are including all the required elements.
- Have your narratives proofread by more than one person.
- When you copy and paste your text into the SPARC Online application, do not include the template headings.

The template is on the next page.

## **SPARC Template**

**Principal's Message (1,287 character limit)**

**Student Outcome Introductory Narrative (474 character limit)**

**Career Readiness Narrative (832 character limit)**

**College Readiness Narrative (832 character limit)**

**21<sup>st</sup> Century Skills Narrative (832 character limit)**

**Programs and Partnerships Narrative (729 character limit)**

**Student Support Team Narrative (1,050 character limit)**

## SPARC Submission Review Checklist

<b>Principal's Message</b>	<b>YES</b>
Includes a statement on the school's efforts to support all students in becoming career and college ready.	
Includes a statement on making/keeping your school environment safe with a climate conducive to learning.	
Includes two (2) career and college ready goals you hope to achieve next year.	
Includes a statement regarding the alignment of your SPARC to your Local Control Accountability Plan or Single Plan for Student Achievement.	
<b>Career And College Readiness Student Outcomes</b>	
The introductory paragraph describes the importance of student outcomes in general and references the two outcomes you selected in the career and college readiness categories.	
One Career Readiness and one College Readiness outcome is indicated.	
Each outcome has a narrative textbox which describes the outcome selected. Data is included in the narrative and clearly describes the data in the chart. The SST contribution for achieving these outcomes is clearly described.	
<b>21<sup>st</sup> Century Skills And Additional Achievements</b>	
The narrative describes 21 <sup>st</sup> Century Skill outcomes your SST supported. The SST contribution for achieving these outcomes is clearly described.	
Up to three additional career and college readiness related achievements are noted.	
<b>School Site Programs And Community Partnerships</b>	
Includes a narrative explaining the importance of career and college programs and community partnerships at your school.	
Includes the program name followed by the resources and/or the elements of the program.	
Includes the community partner's name followed by a brief description of their contribution(s) to your school.	
<b>Student Support Team</b>	
Includes a statement about your school providing an equitable student support system to prepare all students for career and college.	
Includes information about the team members' memberships in professional organizations or associations. Organization/association names are listed.	
The team chart includes each person's position title, number of years in that position, and qualifications. Follow these criteria: <ul style="list-style-type: none"> <li>• A minimum of four (4) service areas must be included.</li> <li>• Qualifications are listed for every team member in the chart.</li> </ul>	
Includes the school contact name, telephone number, and e-mail address of the school site contact person that the public can contact for more information about your school.	