

## PEP Review Instructions

Advisors,

In completing PEPs (Personalized Education Plans) with your students, you will need to access the following:

1. Transcripts - in WVEIS WOW, go to “Maintain Student Information”, search for a specific student, and click on “transcripts” tab to display their credits earned OR students can access their transcripts through their Parchment account (they must request a copy be sent to them)
2. PEP form – from the EHS website, find “Advisor Lessons SY1920” and click on “PEP”

As a reminder, all CTE (Career Technical Education) completers must pass 4 specific courses offered at RTC and/or Agriculture/Natural Resource courses at EHS. Those not completing a CTE program must select 4 personalized electives.

Using their transcripts and PEP forms, please assist students in checking off the courses they have passed. This process will allow each student to see exactly what courses they must pass in order to meet graduation requirements (please note that Randolph County Schools currently requires 26 credits for graduation). Be sure they have placed their name and WVEIS number at the top of the form. They must also list at least one prospective job beside “Career Plans” and select the appropriate option beside “Postsecondary Plans” (college, military, workforce). Once completed, a parent, the student, and advisor must sign the PEP. The student must upload/save this document to their OneDrive each year and you should keep a copy as well (they can share the document with you in OneDrive).

It will likely take more than a day (or even 2) to meet with each of your students. That’s okay! You may utilize other available Tiger Periods to complete the reviews. If you have questions or concerns regarding a particular student, please notify Amanda Carter or Jennifer Parker.

Thanks so much for your help in ensuring all of our students are on track to graduate!