

Riverdale School District Academic and Career Planning Guide 2026 - 2027



Riverdale School District
235 East Elm Street
Muscod, WI 53573

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Table of Contents

Parent Letter	2
Riverdale Academic and Career Plan	3
ACP Guiding Questions	5
Scope and Sequence	6
16 Career Clusters	8

August 2026

RE: Academic and Career Planning (ACP)

Dear Parents/Guardians,

Riverdale School District provides Academic and Career Planning (ACP) services to all students in grades 6–12 in accordance with Wisconsin state law. Our ACP program is designed to guide students as they discover their strengths, explore career pathways, and develop a clear plan for life after high school.

ACP is a student-driven, adult-supported process that helps students understand their interests, skills, values, and learning styles. Through classroom lessons, career exploration activities, and individual planning meetings, students create and annually update an individualized Academic and Career Plan. This plan connects academic coursework, extracurricular involvement, and career-based learning opportunities to each student's postsecondary goals.

Students use Xello, our online ACP platform, to complete career assessments, explore the 16 Career Clusters, build resumes, and document their postsecondary plans. Families are encouraged to engage in this process and may access Xello to monitor their child's progress throughout the school year.

As students move through middle and high school, they will participate in activities such as job shadows, career fairs, college visits, mock interviews, Youth Apprenticeship opportunities, and course planning meetings. By graduation, each student will have a documented postsecondary plan and the skills necessary for success.

We value our partnership with families and encourage you to take an active role in your child's planning process. If you have questions or would like more information about Riverdale's ACP program, please contact Tanner Williamson, Stacey Troxel, or Sarah Gruen at 608-739-3116 or by email at:

twilliamson@riverdale.k12.wi.us, stacey.troxel@riverdale.k12.wi.us, or sarah.gruen@riverdale.k12.wi.us

Sincerely,

Tanner Williamson/Stacey Troxel
Riverdale JH/Senior High School

Riverdale Academic and Career Plan (ACP) 2026

Law: State Statute 115:28(50) Academic and Career Planning

[As of the] 2017-18 school year: every school board provides academic and career planning services to ALL students in grades 6 to 12

Mission, Vision & Student Outcomes

- ☐ Mission: Connect. Empower. Grow.
- ☐ Vision: Leading the way in opportunities for college, career, and life ready community members.
 - ☐ Students understand their interests and strengths.
 - ☐ Students connect coursework to real-world opportunities.
 - ☐ Students graduate with a defined postsecondary plan.
 - ☐ Students develop employability and life skills.

School Goal:

The goal of the ACP is to provide annual academic and career planning for all students in grades 6th-12th grade.

Student Goals:

- ☐ **Know:** Get to know your interests, skills & strengths “Who am I”
- ☐ **Explore:** Explore career pathways and education opportunities “Where do I want to go”
- ☐ **Plan:** Set goals, choose courses, join clubs & activities, obtain financing, fill out applications, write resumes “How do I get there? Set your route”
- ☐ **Go:** Recalculate as needed.

*Through our program, students will be given the tools to begin to **know** themselves and become self-aware of their skills, preferences and aspirations. Students will **explore** career possibilities through educational pathways, create a realistic **plan**, and **go** and take into action their goals.*

Community Goal:

The goal of the Riverdale School District is to develop and foster a working relationship between our students, school and community businesses by providing opportunities for our students to connect, work and network with local businesses.

Family Engagement

- ☐ Annual ACP communication to families.
- ☐ Parent access to Xello (in and out of school).
- ☐ Junior Planning Meetings.
- ☐ Financial Aid Information shared with parents.

Professional Development for Staff

- ☐ Annual Xello training opportunities
- ☐ ACP compliance updates
- ☐ Youth Apprenticeship coordination training
- ☐ Transition planning collaboration for Advisors

Equity & Access

- ☐ ACP participation data is reviewed annually and disaggregated by student subgroup to ensure equitable access.
- ☐ If a pupil is a child with a disability, the pupil's ACP is made available to the IEP team and informs transition services beginning at age 14.

Implementation Tools:

- ☐ Xello (Software program)
 - ☐ 16 Career Clusters that are linked to programs of study
 - ☐ Students complete Xello curriculum in grades 6-11 within courses that support our ACP plan and grade 12 as needed
- ☐ School Club/Activities
 - ☐ FBLA, FFA, Leo, Spanish, Choices, Drama, Art, Library, R Club, Student Council, Vocal Jazz, Jazz Band, Yearbook, GSA, and boys and girls athletics
- ☐ CTE(Career and Technical Education) Courses
 - ☐ Agriculture, Technology Education, Business, Foreign Language, Art and Music courses
- ☐ Postsecondary & Workforce Preparation
 - ☐ College Preparatory
 - ☐ Advanced Placement Courses, Dual Credit, CAPP, Transcribed Credit courses, and core classes
 - ☐ Community Outreach Programs
 - ☐ SWTC, UW Platteville, Early College Credit, Start College Now, and Work Experience/Youth Apprenticeship.
 - ☐ Financial Literacy
 - ☐ Personal Finance required in grades 10 or 11
 - ☐ Employability Skills
 - ☐ Career units in grade 6
 - ☐ Careers class in 8th grade
 - ☐ Career Units in Health 7th & 9th and PE 10
 - ☐ College and Career Writing in grade 11
- ☐ SRTNC (Course sharing network sponsored by CESA 3)
 - ☐ Regional schools combine resources to provide opportunities for students

ACP Guiding Questions

- ❑ **What does the job market look like in your area?**
Mostly Manufacturing, Health Care, and Government, with other small businesses in the background. However, the Transportation and Warehousing sector is growing rapidly.
- ❑ **What does that mean for the preparation of our students?**
In order to be successful, students must be exposed to opportunities, facts, building and honing skills in specific areas, etc.
- ❑ **How will you inform and involve families throughout students' academic and career planning processes?**
Xello, ACP Plan, Outreach programs, parent meetings, school social media posts, school announcements, and Skyward messenger.
- ❑ **How will you engage and partner with your community?**
SRTNC, Early College Credit program, Start College Now program, Alumni Day, Career Fairs, Get Real, Job Shadows, College Tours, Mock Interview Prep with local businesses, Work Experience, School Service, Volunteer Opportunities, and Youth Apprenticeships.
- ❑ **How will you support ALL students individually to complete and review academic and career plan documents each year?**
Xello helps students create individual career plans that are specific to their skills, abilities and goals.
- ❑ **How will you prepare your staff to be ready to deliver ACP services and support students in their planning?**
Staff will be provided with inservice training and the Xello program.
- ❑ **How will you work with your students with disabilities to help the ACP process and plan support the transition planning process?**
Xello will be implemented into each student's Individualized Education Plan and will be used to inform transition plans for junior and senior students.
- ❑ **How can you show your community and your school board what you plan to implement, the progress you've made toward your goals, and how students are being impacted by ACP in your district?**
Through the ACP, students will become familiar with local business opportunities. In doing so, we will encourage them to work and live in the local area.
- ❑ **Upon completion of the student's 12th-grade year, the student will have met the Xello completion standards by finalizing a personal, post-secondary education plan.**

Scope and Sequence

☐ 6th grade

☐ **Technology 6**

- ☐ Open a student account
- ☐ **Decision Making** - Explore the importance of making informed decisions
- ☐ Identify at least 5 interest and 3 potential careers
- ☐ **Interests** - Explore the link between interests and various careers
- ☐ **School Subjects at Work** - Explore how people in a variety of careers apply different school subject on the job
- ☐ **Time Management** - Explain why time management is important in school and on the job
- ☐ Navigate through your Assessments, My Plan, My Activities
- ☐ Save personal work or relevant files to your Storyboard

☐ 7th grade

☐ **Health Class**

- ☐ **Explore Learning Styles** - Complete Learning Style quiz and understand how your learning style can help you in school and your career
- ☐ **Discover Learning Pathways** - Investigate and explore postsecondary pathway options
- ☐ **Biases and Career Choices** - Identify biases in the workplace and explore how they can influence career choices
- ☐ **Jobs and Employers** - Explore ways to find employment
- ☐ Identify areas of expertise and update your Skills

☐ 8th grade

☐ **Career Class**

- ☐ **Skills** - Explore how school, extracurricular, and leisure activities help build skills
- ☐ **Explore Career Matches** - Complete Matchmaker quiz
- ☐ **Transition to High School** - Explore ways to make your transition to high school easier and more successful
- ☐ **Self-Advocacy** - Identify situations where you may need or want to advocate for yourself or others
- ☐ Update Skills, Interests, Storyboard, Experiences Timeline
- ☐ Introduce parents to parent portals by emails and letters home.

☐ 9th grade

☐ **Health Class**

- ☐ **Personality Styles** - Complete the Personality Styles quiz
- ☐ **Exploring Career Factors** - Investigate Important Factors and assess which ones are important to you
- ☐ **Getting Experience** - Explore different ways to get work experience now
- ☐ **Study Skills and Habits** - Identify skills, habits, and behaviors you need to learn successfully in high school

- ☐ Update Skills, Interests, Storyboard, Experiences Timeline
 - ☐ School Clubs/Activities should be encouraged to reinforce students' interests
 - ☐ Students take core classes to build the foundation for the ACP development
- ☐ Career fair (local or regional)
- ☐ College Visits
 - ☐ Class Trips
 - ☐ UW Madison
- ☐ 10th grade
 - ☐ PE 10 unit
 - ☐ **Work Values** - Consider what work values are and explore your own
 - ☐ **Careers and Lifestyle Costs** - Identify some of your most important lifestyle goals
 - ☐ **Workplace Skills and Attitudes** - Explore skills and behaviors that employers look for
 - ☐ **Program Prospects** - Distinguish between different types of postsecondary programs
 - ☐ **Career Demand** - Learn about career projections and outlooks
 - ☐ Career fair (local or regional)
 - ☐ **Entrepreneurial Skills** - Identify the skills and characteristics that make entrepreneurs successful
 - ☐ Update Skills, Interests, Storyboard, Experiences Timeline
 - ☐ College Visits/Presentations
 - ☐ SWTC/UW-Platteville, UW-La Crosse & Viterbo or Upper Iowa University
- ☐ 11th grade
 - ☐ **College and Career Writing**
 - ☐ **Choose a College or University** - Identify which factors are important to you in a potential postsecondary school
 - ☐ **Work/Life Balance** - Assess how your current work/school demands affect family life, free time, etc.
 - ☐ **Defining Success** - Explore what success means to you in various aspects of life
 - ☐ **Career Backup Plans** - Learn the importance of career backup plans and investigate strategies for dealing with obstacles
 - ☐ **Job Interviews** - Explore ways to prepare for a job interview
 - ☐ Mock Interview Day
 - ☐ **Career Path Choices** - Understand that career development is a process of constant change
 - ☐ Career fair (local or regional)

- ☐ Update Skills, Interests, Storyboard, Experiences Timeline
- ☐ Junior Planning Meetings
- ☐ ACT Testing Day
- ☐ PSAT
- ☐ ASVAB
- ☐ AP Courses
- ☐ Get Real
- ☐ Dual Credit Courses
- ☐ Work Experience/Youth Apprenticeship
- ☐ 12th grade
 - ☐ Xello work
 - ☐ Update Skills, Interests, Storyboard, Experiences Timeline
 - ☐ Work Experience/Youth Apprenticeship
 - ☐ Career fair (local or regional)
 - ☐ College Visits
 - ☐ School Service
 - ☐ ASVAB
 - ☐ AP Courses
 - ☐ Dual Credit Courses

16 Career Clusters

<i>Agriculture, Food & Natural Resources</i>	The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.
<i>Architecture & Construction</i>	Careers in designing, planning, managing, building, and maintaining the built environment.
<i>Arts, A/V Technology & Communications</i>	Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.
<i>Business Management & Administration</i>	Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.
<i>Education & Training</i>	Planning, managing and providing education and training services, and related learning support services.

<i>Finance</i>	Planning, services for financial and investment planning, banking, insurance, and business financial management.
<i>Government & Public Administration</i>	Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation, Regulation, and Management and Administration at the local, state, and federal levels.
<i>Health Science</i>	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.
<i>Hospitality & Tourism</i>	Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events, and travel-related services.
<i>Human Services</i>	Preparing individuals for employment in career pathways that relate to families and human needs.
<i>Information Technology</i>	Building Linkages in IT Occupations Framework: For Entry Level, Technical and Professional Careers Related to the Design, Development, Support and Management of Hardware, Software, Multimedia and Systems Integration Services.
<i>Law, Public Safety, Corrections & Security</i>	Planning, managing, and providing legal, public safety, and protective services and homeland security, including professional and technical support services.
<i>Manufacturing</i>	Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
<i>Marketing, Sales & Service</i>	Planning, managing, and performing marketing activities to reach organizational objectives.
<i>Science, Technology, Engineering and Mathematics</i>	Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.
<i>Transportation, Distribution & Logistics</i>	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.