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August 15, 2025
Bulletin #HP 26-032 DSCOS

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Action By:
August 29, 2025

TO: High School Principals
FROM: Jamie Wyatt / Deputy Superintendent/Chief of Schools
SUBJECT: **REQUIRED CAREER PATHWAYS INSTRUCTION USING XELLO FOR GRADE 9 STUDENTS**

Per [F.S. 1003.42 \(2\)\(o\)\(4\)](#), students in Grades 9-12 must explore career pathways using the State's Career Planning Tool: Xello. To satisfy this requirement, students in Grade 9 must complete the

[Personalized Career and Academic Plan \(PCAP\) lesson](#) which is broken into two parts:

- Part 1 consists of having students create a Future Plan in Xello.
- Part 2 will require students to develop their PCAP Portfolio which will consist of Grade 9 students creating a 4-Year Course Plan.

OPTIONAL: Students can continue to work on their PCAP Portfolio by adding the following components each year:

- Grade 10: Update their 4-Year Course Plan
- Grade 11: Create a Work-Based Learning (WBL) and On the Job Training (OJT) Experience
- Grade 12: Create a Financial Aid Plan

There are additional lessons located in the [Career Exploration Instruction for High School-Xello Lesson Guide](#) that can be used to strengthen your school's college and career program implementation on your campus. To locate these lessons, click on your grade level's tab.

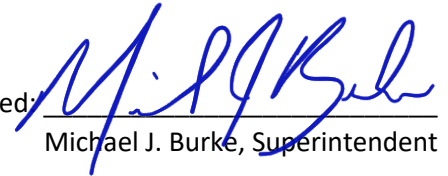
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Xello Champions will receive training on these requirements and other Xello features in the Fall. More information regarding date and time will be forthcoming. Please complete [Google form](#) to nominate your school's Xello Champion. High school counselors and teachers can participate in [Xello Academy](#), a self-paced 90-minute training. Additionally, they can register for [An Introduction to 6-12 Xello Webinar](#) taking place on Tuesday, October 7, 2025.

Approved:



Michael J. Burke, Superintendent