

ePEP Electronic High School Portfolio and Progress Tracker

To complete the required ePEP - Electronic HS Portfolio for all 8th grade students:

1. Go to <http://www.facts.org>
2. Click on "Middle School Students"
3. Click on ePEP on the right hand side
4. First time users - click create Login ID and password
 - a. Login ID - your lastnamefirstinitialmonthdayof birth - ex: plal0630
 - b. Password - use your nine digit student number (you can change later)
5. Complete profile information (All information MUST match official records.)
 - a. FL Student Identifier
 - i. Today - enter 9 digit student id followed by an X
 - ii. You will need to change to social security number followed by an X to allow transcript update from high school if desired.(My profile information) - complete at home
 - b. Current middle school - Leon - Fairview
 - c. Future High School - James Rickards - Lincoln - Leon - Godby - Chiles
 - d. Will enter 9th grade in fall of 2009
6. Diploma/Course Settings (ePEP Settings for changes)
 - a. Diploma Type - Standard
 - b. Graduation Track - 4yr/24 credits
 - c. Graduation Plan
 - i. College Prep-going for Bright Futures ONLY(academic track/any electives)
 - ii. Career Prep - going for Gold Seal ONLY (3 electives in career prep)
 1. Engineering Tech
 2. Comm Tech (Computer, Art & Design)
 3. Business (Comp.Prog/WebDesign/etc)
 4. Culinary Arts
 5. Health Sciences, etc.
 - iii. College & Career Prep -Going for both (academic electives & 3 career electives)
 - iv. Graduation ONLY - will not qualify for any state scholarships
 - d. Career Cluster - Area you are most interested in for elective offerings
 - e. MAI - Major Area of interest
7. Choosing classes for HS Plan (This may be changed at any time)
 - a. Choose course for each area and grade level of your plan
 - b. Use worksheet and/or HS course offering guide to select a preliminary plan
 - c. You may change any courses planned at a later date.
8. Print out - Click Print Tab
9. MUST sign and get parent signature to file in records. This does not signify agreement with courses chosen. It just signifies COMPLETION of a DRAFT ePEP for promotion from 8th Grade as required by DOE. Changes may occur as needed electronically.
10. All signed ePEPs must be returned to your homeroom teachers by May 1st.