

Name: \_\_\_\_\_

## Education and Career Action Plan Student Checklist

### 9th Grade

- Aug** ◇ Apply for a social security number if you do not have one.  
◇ Start a personal file for your high school report cards, awards, achievements, etc...  
◇ Establish a flexible schedule which allows for study time, extracurricular activities, and your other interests.  
◇ Use a calendar, daytimer, or electronic device to help with organization.
- Sept** ◇ Meet with your assigned Mentor Teacher.  
◇ Establish future goals and career interests.  
◇ Plan a preliminary schedule of classes which will help you meet college entrance Test (PSAT).
- Oct** ◇ Join clubs  
◇ Participate in extracurricular activities.
- Nov** ◇ Work hard on getting good grades.  
◇ C's, D's, F's will bring down your overall GPA.
- Dec** ◇ Follow-up with your preliminary schedule of classes with parents, teachers, and school administration.  
◇ Read a book over winter break.
- Jan** ◇ Think about why you want to go to college?  
◇ What do you want to study?  
◇ What career would be best for you?
- Feb** ◇ Join clubs  
◇ Do volunteer work.  
◇ Build your resume now. Do not wait until your junior or senior year.  
◇ Give your best effort during the Terra Nova testing.
- Mar** ◇ Stay focused on being organized.  
◇ Get the best grades you can.  
◇ If you need help, be sure to talk to your teachers.  
◇ Read a book over spring break.
- Apr** ◇ Explore BRIDGES (bridges.com) to research careers and learn more about yourself to assist you in choosing your career path.
- May/June**  
◇ If you are old enough to get a summer job, try it out.  
◇ If not, volunteer in the community through the Chamber of Commerce.  
◇ Read at least 2 books during the summer.  
◇ Ask your math teacher for summer practice work to keep your math mind alive.  
◇ Build your vocabulary skills. These skills come in handy on college entrance exams.

Name: \_\_\_\_\_

## Education and Career Action Plan Student Checklist

### 10th Grade

- Aug**
- ◇ Re-evaluate your high school plan to make sure you are on track for graduation.
  - ◇ Review your course selections to make sure you are meeting college requirements
  - ◇ Update your personal file.
  - ◇ Get involved in school and community.
  - ◇ Prepare to Meets/Exceeds on the AIMS Test to fulfill graduation requirements
- Sept**
- ◇ Meet with the Dean of Students/Mentor Teacher to explore college catalogs and other materials
  - ◇ See the Dean of Students to sign up for the Preliminary Scholastic Aptitude Test (PSAT).
  - ◇ Prepare to Meets/Exceeds on the AIMS Test to fulfill graduation requirements
- Oct**
- ◇ Join clubs
  - ◇ Take the PSAT test
  - ◇ Prepare to Meets/Exceeds on the AIMS Test to fulfill graduation requirements
- Nov**
- ◇ Explore and attend college fairs. Go to [www.nacac.com](http://www.nacac.com) to gather information
  - ◇ Prepare to Meets/Exceeds on the AIMS Test
- Dec**
- ◇ Discuss the PSAT scores with your parents, teachers and the Dean of Students/Mentor Teacher.
  - ◇ Review your course selections with your parents, teachers, and classmates.
  - ◇ Prepare to Meets/Exceeds on the AIMS Test
  - ◇ Read a book over winter break
- Jan**
- ◇ Explore BRIDGES (bridges.com) for opportunities.
  - ◇ Re-evaluate your high school plan to make sure you are meeting college requirements.
  - ◇ Prepare to Meets/Exceeds on the AIMS Test
- Feb**
- ◇ Join clubs
  - ◇ Do volunteer work.
  - ◇ Keep a record of the hours you volunteer.
  - ◇ Give your best effort during the AIMS state testing.
- Mar**
- ◇ Update your personal file.
  - ◇ Start working on your college portfolio
  - ◇ See your English teacher for suggestions of books to read over spring break
- Apr**
- ◇ Take practice SAT test that can be found online or at the local bookstore.
  - ◇ Talk with teachers regarding questions you did not answer correctly.
- May/June**
- ◇ Get a summer job if possible; continue to do volunteer work.
  - ◇ Build your vocabulary skills. These skills come in handy on college entrance exams.
  - ◇ Read at least 2 books during the summer.
  - ◇ Ask your math teacher for summer practice work to keep your math mind alive.

Name: \_\_\_\_\_

## Education and Career Action Plan Student Checklist

### 11th Grade

- |  |   |
|--|---|
| <p><b>Aug</b> ◇ Continue to be serious about your schoolwork. This is your most important year.<br/>◇ Visit <a href="http://www.collegeboard.com">www.collegeboard.com</a> to get the schedule for the ACT and SAT college entrance exams.<br/>◇ Re-evaluate your high school plan to make sure you are on track for graduation.<br/>◇ Get a job and only work between 10 – 15 hours a week.</p> | <p><b>Jan</b> ◇ Re-evaluate your high school plan to make sure you are on track for graduation.<br/>◇ Review your course selections with your parents, teachers, and the Dean of Students.<br/>◇ Register for the SAT and/or ACT college entrance exams.<br/>◇ Take the practice SAT and/or ACT college entrance exams.</p> |
| <p><b>Sept</b> ◇ Register for the PSAT exam with the Dean of Students.<br/>◇ Attend college fairs and research potential colleges/universities.<br/>◇ Keep a folder for each college/university in which you are interested.</p>   | <p><b>Feb</b> ◇ Continue to study for the SAT and ACT college entrance exams.<br/>◇ Continue getting good grades to raise your GPA.</p>   |
| <p><b>Oct</b> ◇ Take the PSAT exam and to qualify for scholarships from the National Merit Scholarship Corporation.<br/>◇ Consider Arizona colleges tuition paid program through receiving “exceeds” on the AIMS state test.</p>   | <p><b>Mar</b> ◇ Sign-up on <a href="http://www.fastweb.com">www.fastweb.com</a> for information on scholarships.</p>  |
| <p><b>Nov</b> ◇ Talk with your parent about your college/university plans. Keep in mind: a private school that seems more expensive on paper may actually be more affordable with applying for scholarships and/or financial aid.<br/>◇ Review your course selections with your parents, teachers, and the Dean of Students.</p>   | <p><b>Apr</b> ◇ Register to take the ACT and/or SAT college entrance exams in May and June.</p>   |
| <p><b>Dec</b> ◇ Review your PSAT scores with the Dean of Students.<br/>◇ Retake the AIMS state test if you have not passed or would like to score higher.<br/>◇ Read a book over winter break.</p>   | <p><b>May/June/July</b><br/>◇ Find a summer job that will boost your skills and your savings.<br/>◇ Continue to explore BRIDGES (<a href="http://bridges.com">bridges.com</a>).<br/>◇ If needed, visit the Dean of Students to make sure you are on track.</p>  |

Name: \_\_\_\_\_

## Education and Career Action Plan Student Checklist

### 12th Grade

- |             |  |   |   |   |
|-------------|--|---|---|---|
| <b>Aug</b>  | <ul style="list-style-type: none"><li>◇ Plan to work really hard this year.</li><li>◇ Your grades this year will be included in your GPA.</li><li>◇ Have a job working 10-15 hours a week.</li><li>◇ If you have not scored high enough or want to score higher on the ACT and SAT college entrance exams, go to <a href="http://www.collegeboard.com">www.collegeboard.com</a> to register.</li><li>◇ Review your final college/university choices with your parents, teacher, and the Dean of Students.</li><li>◇ Start gathering application forms and get them completed by Nov. 1<sup>st</sup></li><li>◇ Re-evaluate your high school credits to make sure you are on track for graduation.</li></ul> | <b>Dec</b>  | <ul style="list-style-type: none"><li>◇ Update your personal files and continue studying hard.</li><li>◇ Retake the AIMS state test if you have not passed or would like to score higher.</li></ul> |   |
|             | <b>Jan</b>   | <ul style="list-style-type: none"><li>◇ Verify that all your application materials have been received.</li><li>◇ Do not give in to “senioritis”. Your admission depends on all your grades.</li><li>◇ Apply for FAFSA if you have not already done so.</li></ul>  |   |   |
|             | <b>Feb</b>   | <ul style="list-style-type: none"><li>◇ Check with your post-secondary schools to make sure that they have all the documentation that they require.</li><li>◇ Think about visiting the schools you were accepted to.</li></ul>  |   |   |
| <b>Sept</b> | <ul style="list-style-type: none"><li>◇ Continue to work on college/university applications.</li><li>◇ Continue to apply for scholarships; use the Internet and school scholarship bulletin board for information.</li><li>◇ If you want to take the ACT or SAT again, sign up now.</li></ul>  | <b>Mar</b>  | <ul style="list-style-type: none"><li>◇ Continue to look for sources of financial Aid.</li></ul>  |   |
|             | <b>Oct</b>   | <ul style="list-style-type: none"><li>◇ By now you should have received most of your decision letters.</li><li>◇ Talk with your parents and the Dean of Students to assist you in making a final choice of college/university.</li><li>◇ Mail in acceptance letter.</li><li>◇ Notify the schools you have not selected to let them know you have made another choice.</li><li>◇ If attending a community college, register now for fall classes. The earlier you register the more apt you are to get the classes you want.</li></ul> |   |   |
|             | <b>Nov</b>   | <ul style="list-style-type: none"><li>◇ Continue working on applications and researching scholarships.</li><li>◇ Complete and mail in all your applications for colleges/universities.</li><li>◇ Pay attention to high school graduation information.</li></ul>   | <b>May/June/July</b>  | <ul style="list-style-type: none"><li>◇ Have your high school send your final transcript to the school you have chosen.</li><li>◇ Take placement tests at your college or university.</li><li>◇ Get a summer job.</li></ul> |