

**Kimberly High School Student
Guidebook:
Academic and Career Planning**



Know • Explore • Plan • Go!

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*****Important: Be sure to turn in the Syllabus Consent Statement (found on page two) to your Advisor by the end of September. This is a requirement of ACP.**

Academic & Career Planning

Expectations & Syllabus



Advisor name

Room #

Big Idea

ACP is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education and training as it leads to careers.

It is part of DPI's overall vision for every student to graduate high school, college, and career ready. That means students must be competent both socially and emotionally. We want our students to be strong critical thinkers, collaborate and solve real-world problems, and persevere when things aren't quite going their way. When put together, it's about making them productive adults with satisfying careers. (<https://dpi.wi.gov/acp>)

Learner Targets & Outcomes

ACP is an ongoing **process** to actively engage students to:

- develop an understanding of his or her self
- create a vision of his or her future
- develop individual goals
- prepare a personal plan for achieving the vision and goals

ACP is a **product** that documents and reflects students':

- coursework, learning and assessment results
- post-secondary plans aligned to career goals & financial reality
- record of college and career readiness skills. (<https://dpi.wi.gov/acp>)

Expectations:

- Required Materials: computer, writing utensil, positive attitude, open mind, 100% session attendance, and any other materials required by your specific advisor at each grade level.
- EMAIL will be used as a regular communication tool – you will need to check this tool weekly to be sure you are keeping up on your ACP work. It is essential to check your school email frequently.
- Display KASD Community Values and follow school rules
- Completion of all lessons and assignments and documentation of these materials to be housed in Career Cruising.

Kimberly High School Global Traits

It is expected that throughout the ACP process you practice and build on the KHS Global Traits.

- Honesty & Integrity
- Respect (for your peers, your advisor, and all who interact with you on your ACP)
- Kindness
- Responsibility (completing ALL ACP assignments and activities on time and documenting them properly)

Assessment: How will we measure progress towards and completion of stated goal(s)?

- Monthly completion and documentation of ACP lessons and activities in your Career Cruising account.
- Any additional communication required by your ACP advisor.
- Portfolio is complete in Career Cruising prior to April 15 of your graduation year.

Course Communication:

Email: @kimberly.k12.wi.us *(Preferred and most timely means of communication)*

Phone: 920-687-3024 x _____ (Before or after school, during lunch hours, or ELT time)

Syllabus Consent Statement. I have read and understand the expectations listed above in addition to those outlined in the syllabus. (Return this portion to your ACP advisor within one week of receipt.)

Course *Academic and Career Planning* Advisor _____

Student Name (Print) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name(s) (print) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email(s) _____

Parent/Guardian Phone Numbers _____ (home)

_____ (cell)

Calendar of Meeting Dates **2018-2019**

ACP meetings will occur on the third Tuesday of every month between 1st and 2nd block. The dates are listed below:

September 18, 2018

October 16, 2018

November 20, 2018

December 18, 2018

January 15, 2019

February 19, 2019

March 19, 2019

April 23, 2019 (later due to spring break)

2018-2019 ACP Advisors

9th Grade Advisors	10th Grade Advisors	11th Grade Advisors	12th Grade Advisors
Anderson, Staci (rm 1148)	Albers, Heather (rm 0042)	Buss, Andrea (rm 1212)	Bandt, Ryan (rm 2068)
Aumann, Josie (rm 1183)	Bohlman, Alyssa (rm 0045)	De Koch, Ben (rm 2083)	Brown, Brad (rm 2013)
Cullen, Troy (rm 2069)	Boots, Jennifer (rm 1052)	Fisher, Lynn (rm 2011)	Buchinger, Tammy (rm 2059)
Drephal, Mandy (rm 0028)	Bowers, Marshall (rm 1184)	Glenn, Shannon (2045)	Gall, Craig (music suite)
Ellestad, April (rm 0032)	Breese, Jack (rm 1089)	Goethals, Dan (rm 1250)	Geyman, Jon (rm 0008)
Fontecchio, Kacey (rm 1209)	Cleaver, John (rm 2024)	Haase, Cassie (rm 1153)	Guthrie, Danielle (rm 2017)
Hogan, Devin (rm 2035)	Cops, Danielle (rm 0045)	Heling, Mike (rm 0010)	Heling, Katie (rm 2051)
Hoh, Matt (rm 0022)	Dollevoet, Stacy (rm 2018)	Hietpas, Angela (rm 1174)	Hoffman, Karen (rm 2012)
Holtien, Dave (rm 2064)	Engelland, Ben (rm 1201)	Janota, Kevin (rm 1160)	Holschuh, Joe (rm 1199)
Koller, Monica (rm 1141)	Greeninger, Pete (rm 1196)	Jones, Steve (rm 0021)	Jansen, Kelly (rm 1142)
Mangin, Jason (Gym)	Hagmann, Trent (LMC)	Kasper, Marsha (rm 2029)	Klitzke, Brad (rm 0015)
McConnell, Kate (rm 0033)	Hietpas, Andrea (rm 2037)	Knutson, Carrie (rm 0026)	Kroncke, Greg (s. services)
Nieuwenhuis, Jeff (rm 0004)	Hinske, Ryan (rm 1143)	Koenig, Katie (rm 2065)	Krull, Cathy (LGI)
Popke, John (rm 1046)	Holtermann, Kayla (rm 1198)	Kostroski, Randy (rm 1138)	Lueneburg, Greg (rm 2030)
Ramponi, Amy (rm 0007)	Jones, Carrie (Malin Ctr.)	Loomis, Jenny (rm 1197)	Masanz, Steve (rm 1161)
Reader, Julie (rm 2080)	Kierszh, Chelsea (rm 2021)	Matsche, Dean (Gym)	Reis, Stacie (rm 0040)
Schaefer, Heather (rm.1166)	Nokes, Lauren (rm 2066)	Nji, Julie/ Hardy, Kristine(rm 0029)	Ringler, Kim (rm 0024)
Smith, Luke (rm 1164)	Paruch, Kristine (1207)	Peters, Nic (rm 2044)	Sahr, Kris (rm 2039)
Stellato, Mike (const. shop)	Phelan, Katie (rm 2047)	Pierson, Melissa (rm 0009)	Scherg, Kendra (rm 1155)
Van Berkel, Gina (rm 1172)	Shrode, Stacy (rm 2034)	Selker, Ted (rm 1149)	Smith, Ryan (rm 2071)
Voissem, Kayla (rm 2078)	Simon, Dean (rm 2050)	Schaaf, Tony (rm 2042)	Sutton, Andrew (rm 0006)
Vosters, Jayne (rm 0016)	Turriff, Shannon (rm 0031)	Sutton, Kayla (rm 2052)	Wickman, Pam (rm 1158)
Wise, Miki (rm 1194)	VanderPas, Cyndi (rm 1175)	Trempe, Dave (rm 2022)	Wierschke, Laura (rm 2023)
Wurtz, Lucky (rm 2063)	Wilson, Amy (rm 1177)	Weyer, Mike (rm 2020)	Yunk, Sarah (rm 1176)
Yunk, Phil (Smart Room)	Wimberly, Adam (rm 0005)	Wilbert, Michael (rm 1200)	Zellmer, Carla (LMC)

10th Grade Lessons and Activities

September

Welcome back! Your school year is probably off to a busy start. Now is a great time to continue the positive things you had going at the end of your freshman year. If you need a refresher on all the great things you can take advantage of here at your high school, please refer back to page 5 of this workbook for some resources that can help you.

Your ACP Advisor will be new to you and you will participate in an icebreaker to get to know any new members of your group as well as your Advisor.

What does ACP look like for you this year?

Month	Career Cruising Lessons
September 18th	Get to know you activities for Advisor and Students. Encourage students to get involved in extracurricular activities . Advisor shares the list of extracurricular activities with their students. The goal is that they are involved in at least one activity. Discuss Hobbies, interests, volunteer experiences, job shadows, work experience and where they can log it as they are involved in those experiences. Invite a parent/guardian to view your Portfolio. Each student is required to participate in a career experience throughout the school year. Complete the online google form to sign up. Once complete, log the experience under My Goals & Plans>Career Planning Activities. Reflect and confirm any activities from the previous school year.
October 16th	Exploring your Matchmaker results from last year. If students did not complete all questions , have them finish. If a student feels that the results were not a good representation of their interests, they can take it again . After reviewing or re-taking the Matchmaker, develop some short term goals to be completed by the end of the school year and update long term goals that answers the following question: "What are your plans for after high school." Under Careers Save 2 Career Clusters to your plan. Reflect and Confirm today's activities.
November 20th	Advisor conference with each student for 2-3 minutes. Use Handout of Re-Defining Ready and have each student explain how they are determining if their post-secondary choice is one in which they are likely to be successful based on their high school experiences. After conferencing, go into CC and complete Your Post-Secondary Plan>Career Goals Tab . While other student are waiting to have a conference, they should reflect and confirm any activities that they have yet to finalize.

December 18th	Complete My Skills Assessment ; this can help validate if your plan is appropriate for you based on your skills and your interests that you identified when taking the Matchmaker. Update your Career Goal within your Post-Secondary Plan if needed. Advisors identify students who are behind in ACP Activities for the year and communicates to those students to work on missing standards upon completion of the My Skills Assessment.
January 15th	Prep for scheduling ; connect career plan to course selections. Utilize Plans of Study . Advisors may advise students to meet with other teachers to get feedback on course selections.
February 19th	Schedule and submit course requests for 2019-20
March 19th	Finalize experiences and involvement from this year by entering in hobbies, interests, volunteer experiences, extra-curricular activities . Reflect and Confirm today's and any previous activities.
April 23rd	Celebration Activity and finalize all work from this school year. Update Plan of Study to reflect goals for the following year. Reflect and Confirm today's and any previous activities.
May	No ACP Meeting: Advisors follow with students who still need to complete activities. Reflect and Confirm to complete the standards.

[Getting Involved](#)

- You had an opportunity to participate in the Activities Fair the first week of school. Please review the [list of extracurricular activities](#). The goal is that you are **involved in at least one activity**.
- Discuss the importance of being involved in extracurricular activities. Students that were involved in extracurricular activities in the past are to share/describe what they were involved in last year and when/how others can get involved this year.

[How to log into Career Cruising](#)

- Login to Email
- On District webpage, bottom right hand corner, Click on Student Resources.
- Click on Career Cruising - Students (You will be automatically logged in).
 - Show them how to enter in their Hobbies, interests, volunteer experiences, work experience. **My Plan>My Activities & Experiences**.

[Invite a Parent/Guardian to view your Career Cruising Portfolio](#)

- Under **My Plan**, click on **Share My Plan** and then select **Invite Parent/Guardian**. You must enter in a valid email address to have an access code sent to a parent/guardian. Parents/guardians cannot change information within your career cruising account, but they can make comments.

[Career Planning Activity \(Click Here\)](#)

Complete the Google Form to sign up for a Career Planning Activity to be completed by the end of the school.

- Once complete, you need to log any career planning activities such as job shadows, rep/recruiter meetings, college visits or career fairs attending.
- **My Plan>My Goals & Plans>Career Planning Activities.**

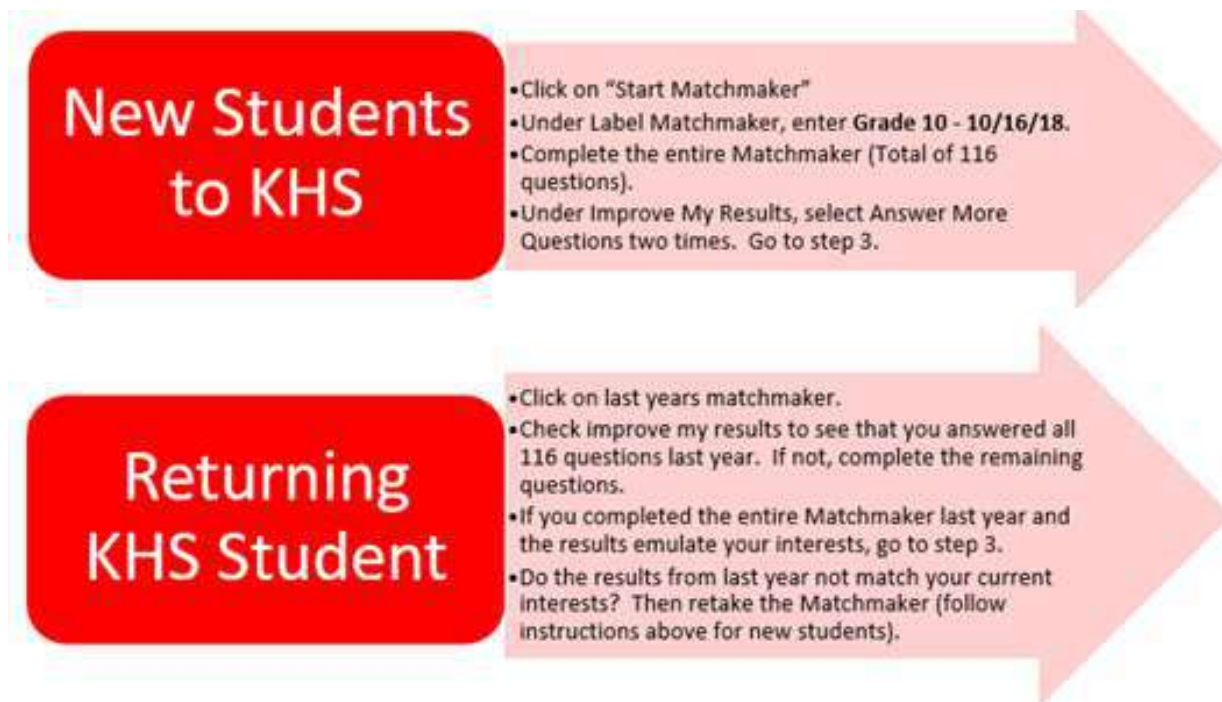
Reflect and Confirm

Under My Progress Bar, click on the Yellow Bar to finalize activities that were assigned from the previous school year.

October

Finish/Retake & Review Matchmaker Results

1. Login to Career Cruising
2. Click on “Assessments”



3. All Students **Explore your results**
 - a. At a Glance, Suitable for you, Working Conditions, Earnings, Education, Sample Career Path, Related Careers, Other Resources, & Interviews).
4. **Save 2 Careers** that you have an interest in to “**Save to My Plan**”. These could be the same or different from last year.
 - a. Can’t find the career that you are interested in? Under your results page, look on the left hand side of the page, scroll down to: Find Other Careers. If your career is not listed in your results, you may want to evaluate why by looking at Suitable for You.
5. Within those Saved Careers, choose a Related College Program and then **Save to My Plan ~ 3 Post Secondary Colleges** that interest you. Again, these could be the same/different schools from last year.
6. Under Careers **Save 2 Career Clusters** to your plan.
7. Develop some **short term goals** (something you want to accomplish in the near future ~ today, this week or this month) to be completed by the end of the school year and **update/create a long term goal** that answers the following question: "What are your plans for after high school." **My Plan<My Goals & Plans**.
8. Review Clubs & Activities list that was shared last meeting and make a plan to get involved if you have not already done so.

Reflect and Confirm

- Click on My Progress Bar to finalize activities that were assigned from this and the previous school year.

Next Steps:

- Discuss your results from the Matchmaker with a parent/family member or other adult.

Future Connections:

Use your results of your Matchmaker to help assist you in making meaningful course selections for next year. Visit the Kimberly High School Website to view [Programs of Study](#).

November

Pre-Conference Activity

Each student will enter their top Career Clusters in Career Cruising.

- **My Plan>My Goals & Plans>Post-Secondary Plan>Career Goals.**
- Choose your **top 2 Career Clusters**
 - Review your suggested careers clusters which is based off of your Matchmaker results.
 - Your Saved Career Clusters are selected by you and is not necessarily connected to your Matchmaker results. If they do not match, consider why they are not a match.
- Choose your **top 3 Careers that interest you.**
- Students should spend time answering the below questions to prepare for their conference with their ACP Advisor.

Individual Student led Conferences with their Advisor.

Using the below handout, each **student will explain how** they are determining if their post-secondary plan is one in which **they are likely to be successful** based on their high school experiences. Each student should answer the following questions in their explanation.

- Which path on this sheet do you identify most with at this time?
- How does your identified career cluster fit with your interests and abilities - why is it the best choice for you?
- How will you work towards your goals this year?
- What action steps are you taking this year to work towards your post-secondary goal?
- What areas are you strongest in and what areas can you grow and improve in to help you to be ready?
- How are your current classes going this year? What's going well, identify challenges, and explain how you can overcome the challenges.
- Based on the career cluster you have identified, what courses should you plan to take as you progress through KHS?
- What does the job market outlook for your interested career(s)?

Reflect and Confirm

- Click on My Progress Bar to finalize activities that were assigned from this and the previous school year.

This document is to be used as a guide and a planning tool. It is designed to assist students in determining if their post-secondary choice is one in which they are likely to be successful based on their high school experiences. It **does not** suggest that a student is unable to take part in an opportunity if they do not meet the below criteria.

	College Ready	Ready for Formal Education Beyond High School	Career Ready
	4-year bachelor's degree or beyond	2-year associate's degree, industry credential, 1-2 year certifications	World of work, military, apprenticeship
Most important indicator(s) - and -	GPA 3.5 or higher (indexed) - and -	GPA of 2.9, or consistent GPA increase over high school career - or - ACT Scores: English 14, Reading 15, Science 16, Math 18 - or - Passing scores on placement exams for desired college of attendance - and -	Have identified career interest - and - (for military) Passing scores on ASVAB - and -
Two or more of these indicators	<ul style="list-style-type: none"> ● AP Test (+3) ● AP Course (A, B, or C) ● Dual enrollment credit English and/or Math (A, B, or C) ● Math 3 or Math 3 Extended (A, B, or C) ● ACT - English 18+, Reading 22+, Science 23+, Math 22+ ● Other indicators of success: math in senior year, FAFSA, Career pathway / college academic advisement 	<ul style="list-style-type: none"> ● 90% attendance rate ● 25 hours of Community Service ● Workplace Learning Experience ● Industry Credential ● Two or more Co-Curricular Activities ● Successful completion of advanced or dual credit coursework (B or above) 	<ul style="list-style-type: none"> ● 90% Attendance ● 25 hours of Community Service ● Workplace learning experience ● Industry credential ● Dual Credit Career Pathway Course ● Two or more organized Co-Curricular Activities

December

Classroom Discussion of Work Skills

You will discuss as a group the importance of skills in the workplace. Take a few minutes to think about skills you currently have that could be useful in the working world. Examples of work skills are Presenting, Listening, Negotiating and Planning to name a few. Then share some of your skills with the class. Think about how you are able to identify your skills. The difficulties with skills self-assessment will be discussed.

Complete My Skills Assessment (20 Minutes)

My Skills is a tool to help you determine if you have the work skills necessary for careers that match your interests. This is another way to verify that your post secondary choices are a good match for you.

1. Login to Email and then Career Cruising - Students
2. Click on “Assessments”
3. Under Matchmaker, you will see Start My Skills.
4. Complete all 45 questions
5. Spend some time exploring your Matchmaker and My Skills results. Investigate those careers that have a My Skills rating of a “Good Match” or a “Very Good Match”. Pay particular attention to the “Suitable for Me” section for each career to gauge if your skills are measuring up with what is needed to be successful in a particular career. This can also help you identify skills that you can continue to develop in high school through volunteering, coursework, work experience, joining a club/activity, participating in a youth apprenticeship, and etc.
6. Click on My Plan>My Journal.
 - a. In the Entry Title Box, list the name of a career that you are interested in.
 - b. List 3-5 reasons why this career is so appealing to them.
 - c. List out any skills that you have developed that are required for this career.
 - d. List 2 skills that you need to develop and identify one way you can build that skill while in high school. For example, Speaking out in front of people ~ Obtain a Leadership position in a Club to build public speaking skills by speaking to large group of students.
 - e. List one class that you have taken that has helped to develop work skills that relate to this career (Review [list](#) of work skills by school subject area).

Complete the Career Selector (10 Minutes)

1. Log in to Career Cruising and click on **Careers**, then click on **Start Career Selector**.
2. Select your favorite school subjects (*preferably 2 to 3*).
3. Go to the **Career Clusters** section. Select 2 to 3 career clusters that interest you.
4. Go to the **Type Of Education** section. Select the highest level of education you plan to complete.
5. Go to the **Core Tasks** section. Be sure to read all 20 core tasks. Choose 3 to 5 tasks you would like to do regularly at work.

6. Go to the **Earnings** section. Select the minimum level of income you would like to make. (Remember that selecting high levels of income may eliminate many careers that you might otherwise find interesting.)
7. Go to the **Working Conditions** section. Select working conditions you could NOT tolerate.
8. Now click on the **View Results** button to see careers that match your selections. Scroll through the list and click on a career that interests you.

Reflect and Confirm

- Click on My Progress Bar to finalize activities that were assigned from this and the previous school year.

Future Connections:

Use your results of your Matchmaker/My Skills & Career Selector to help assist you in making meaningful course selections for next year. Visit the Kimberly High School Website to view [Programs of Study](#). Also, use this information to participate in meaningful a Career Planning Activity.

January

Scheduling Prep

Prior to this month's ACP, you have met with your counselor to receive scheduling information that will help you to make informed decisions. You can access a **copy of the [powerpoint](#)** that was shared at that meeting to help you with making decisions. Students should have brought their scheduling materials with them so they can begin putting courses for next year into Career Cruising.

4 Year Planning

Career Cruising allows you to select courses for all four years while in high school. You will discuss as a group the benefits for developing and updating a 4 Year Plan.



Four-year planning is extremely helpful in putting high school life in perspective, looking at the future and realizing that there is life after high school!

Programs of Study

Kimberly High School has several developed [Programs of Study](#) that can assist student in creating a 4 Year Plan that supports a variety of careers within a career pathway. To select a Program of Study, please refer to your Matchmaker and the recommended Clusters based on your results or the clusters that you saved. Next locate your preferred Program of Study and begin using it to help you with planning for future classes.

Begin to Enter Course Requests in Career Cruising

You should have your scheduling information from the meeting that you attended in the previous weeks with your counselor. If you do not have your scheduling worksheet with you today, please open it up from our [website](#).

Reminder:

- Do you have questions about proper placement for courses next year? Please see your current or previous teacher in that particular domain for assistance.
- After today, please spend time finalizing your requests as all requests, including alternates, need to be entered into Career Cruising by Monday, February 18th.
- You will not be able to submit your course requests until the next ACP Meeting on February 19th.
- **Only sign up for skinny classes if you are in Band or Choir.** Examples of skinny classes are seen listed below. Students who work with a case manager may be signed up for skinny classes and are given permission to do so.

Reflect and Confirm

- Click on My Progress Bar to finalize activities that were assigned from this and the previous school year.

February

Registering for 2019-2020 Classes in Career Cruising

1. Log into your Career Cruising Account: <https://www2.careercruising.com/default/cplogin/KIM>
 - Use your network username and password
2. Click on – Choose My Courses on the left side

You will ONLY be entering requests for the 2019-2020 school year
3. Click in each field to add the classes you would like to take next school year.
 - Slots that are shaded indicate required courses you need to sign up for. If you enter a course and a **blue alert** pops up- there is a note to read regarding the course. Typically this relates to a course fee. You are still allowed to sign up for this course
 - If you enter a course and a **red alert** pops up- there is a pre-requisite that you do not meet. You need to remove that course from your plan and add another selection in order to submit your requests.

Band or Choir students ONLY- make sure you sign up for 1 credit of skinny classes.

9th	10th	11th	12th
AP Human Geography S (1)	AP Human Geography S (1)	AP Human Geography S (1)	AP Human Geography S (1)
Civics/Geography S (1)	Team and Individual Sports S (.5)	Team and Individual Sports S (.5)	Team and Individual Sports S (.5)
Biology S (1)	Health S (.5)	Personal Finance S (.5)	Personal Finance S (.5)
	Fit for Life S (either S1 or S2) (.5)	Fit for Life (either S1 or S2) S (.5)	Fit for Life (either S1 or S2) S (.5)
	Introduction to Art S (.5)	Introduction to Art S (.5)	Introduction to Art S (.5)
	English 10 S (1)	PARTNERS S (1)	PARTNERS S (1)

5. Make sure you choose the correct number of credits. You can see the total number of credits you are currently signed up for at the bottom of your scheduling column.



- 9th and 10th grade should select 8.00
- 11th grade should select 7.5 (taking off block) or 8.00 (if not taking off block)
- 12th grade must register for a minimum of 7
- Band and/or Choir students should not include auxiliary courses in their minimum requirements- i.e. Jazz Band.
- **Remember to add alternates.** The system will not allow submission unless alternates are entered. You must enter 1-1 credit and 5- .5 credit alternates.
- Please enter in all requests by **February 18th**.

6. All students will hit **SUBMIT** during your ACP meeting on February 19th. Once you submit your course requests, they are final. Make sure your requests are complete before you hit submit.

- If you get an error message, read the alert and make the necessary changes.

March

Individual Student-led Conferences with their Advisor.

Note: Students who have been absent from previous ACP meetings should conference first so they can make up missing work after their conference.



Students should be prepared to speak about the following items during their individual conference with their advisor:

- Share your academic progress from the school year with your advisor.
- Discuss extracurricular involvement and how it has helped you.
- Discuss the Career Activity that you participated in or will participate in.
- Discuss your current plan for life after high school and determine if you are meeting the benchmarks to be successful in reaching that goal.
- Review your short term goals and discuss your if you are on track for reaching those goals prior to the end of the school year.
- Your Advisor will verify if you are on track for completing all of the ACP Completion Standards. The goal is that all students status bars are at 100% by May 17th.

Students enter their Activities & Abilities in Career Cruising

- This activity will continue to help you build your resume each year you update or add information.
1. Login to Career Cruising.
 2. My Plan (under your name)~ Select My Activities & Experiences on left
 - a. Enter in all of your extracurricular activities that you have been a part of this year (Goal ~ 1 Minimum).
 - b. Enter in all of your hobbies and interests that you have had this year (Goal ~ 1 Minimum).
 - c. Enter in all of your Skills and Abilities you have developed this year.
 - d. Enter any awards/certificates, volunteer experience or work experience you have earned or been a part of this year.
 3. My Plan - My Goals & Plans (on left)~ Write 1 -2 short term goals to be accomplished within the next year or so. Also, make any updates to your long term goal that answers the question, “What are your plans for after high school?” Found under Career & Life Goals.
 4. Complete any missing work from previous ACP Meetings if needed.
 5. Click on Reflect & Confirm under “My Progress”.
 - a. Select any item that needs to be confirmed and click the box. After completing all reflect/confirm tasks, it should show 0%.

End of the Year Activity

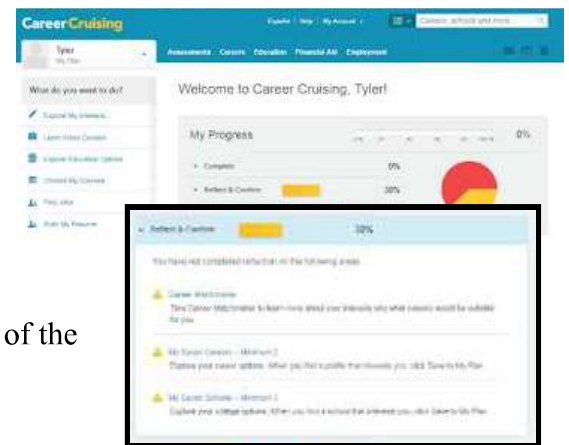
Advisors can choose what they would like to do to honor the work completed in ACP this year!

- All students should refer back to their short term goals and determine if they were able to complete them over the course of the school year.

Advisors or students may plan some fun group activities with the students who have finished all of their work. For students who have yet to complete all activities, use this time to have each student finalize what still needs to be completed.

Students should have all of the following activities completed by the end of today's ACP:

- Sign-up and complete 1 Career Planning Activity (September).
- Invite a parent/guardian to view your portfolio.
- Reflect & Confirm on any outstanding activities from last year (September).
- Finish/Update Career Matchmaker ~116 questions is required (October).
- My Saved Careers ~ 2 Minimum (October).
- My Saved Schools ~ 3 Minimum (October).
- Develop some short term goals to be completed by the end of the year (October).
- Update your long term goal (October)
- Save your top 2 Career Clusters (October)
- Conference with your Advisor to determine that your future plans are appropriate for your interests, skills and academic abilities (November).
- Complete Your Post-Secondary Plan ~ Career Goals Tab (November).
- Complete the My Skills Assessment (December).
 - Update your Career Goal if needed based on your results.
- Prep/Schedule Courses for next school year (January & February).
- Extracurricular Activity ~ 1 Minimum (March).
- Hobbies & Interests ~ 1 Minimum (March).
- Skills & Abilities ~ 3 Minimum (March).
- My Plan – Complete Short Term and Long Term Goals. (April)
- Student needs to “Reflect & Confirm” all of the above activities that were completed today AND in the past.



Once you “Reflect & Confirm”, items will be categorized as complete!

GOAL: All Student's Progress Bars are at 100%