

## **Junior Academic & Post-Secondary Planning Checklist**

### **August**

- Attend registration with a parent/guardian and submit all registration forms online.

### **All year**

- Update your resume of high school experiences (i.e. awards, leadership, activities, etc.).
- Junior grades are important; take challenging classes and work towards good grades.
- Be a responsible student; review grades in PowerSchool and in Canvas.
- Communicate with your teachers.
- Develop good study habits - find a quiet place where you can regularly go to focus on and complete your homework.
- Review your grades and visit with your teacher for ideas to improve your grades.
- Be a leader in both your academic and extracurricular activities.
- Leadership positions both in school and the community are impressive both for post-secondary and job applications.
- Choose the activities that interest you most and to which you are most committed.
- Volunteer for community service. Visit the Counseling & Career Center for more information.
- Participate in a job shadow. Stop in the Counseling & Career Center for more information.
- Keep a journal of experiences that have been particularly meaningful to you and might become the subject of your college essays.
- Develop personal goals and start becoming more involved in the community. Strive towards being a good citizen.

### **September**

- Review your grades from 9<sup>th</sup> and 10<sup>th</sup> grade; make a commitment to improve your g.p.a.
- Consult with your school counselor to make sure your coursework and your grades are on track for graduation and your post-secondary plans. If you are behind on credits, schedule an appointment with your counselor and parent/guardian to discuss an optional curriculum.
- Continue your participation in extra-curricular activities. Try leadership roles or new experiences. Don't spread yourself too thin...pick clubs, organizations, and/or sports you are interested in and are able to commit to the time involvement. School and community involvement is important for scholarships and post-secondary admission.
- Continue exploring post-secondary websites.
- Begin to gather information about potential training programs and post-secondary institutions. Talk with school representatives about programs and expenses.
- Determine if you are interested in employment, military, apprenticeships or post-secondary education including: Trade, Technical, 2 year or 4 year programs.
- Register for the PSAT, if you plan on taking the test. It is the qualifying exam for the National Merit Scholarship program.
- Take the ASVAB exam, an aptitude battery, which is used as an additional career exploration tool and is also required for entrance into any branch of the Armed Forces.

### **October**

- Review your grades, if you are not passing your courses, visit with your teacher for ideas to improve your grade. Ask for assistance early and often. Lists of academic resources are available in the

Counseling & Career Center or make an appointment with your school counselor to discuss additional options.

- Consider participating in a Job Shadow; visit the Counseling & Career Center for more information.
- Attend the ACT Prep seminar by ZAPS.
- Attend North High's Financial Aid Workshop during PT Conferences to learn more about the financial aid process with your parent/guardian.

### **November & December**

- At midterm, review your report card; visit with teachers for ideas to improve your grades. See your counselor for additional strategies.
- Request information from post-secondary schools that you are interested in attending after high school. Visit the Counseling & Career Center for help and more information on all schools and training programs.
- Complete a personality inventory during the career classroom lesson.
- Participate in Career Day (during even years during spring semester).
- Consider taking the ACT Plus Writing for scholarship purposes.
- If taking an Advanced Placement (AP) course, sign up to take the May AP exam.

### **January & February**

- Review your PSAT results and consult with your counselor and teachers to develop strategies to increase test scores.
- Review your grades after first semester, are they what you wanted to earn? If not, assess your study habits and visit with your school counselor for help in improving them.
- In January, register for the ACT test if you plan on taking it in February.
- Register for senior year courses, pick classes that fit your ability, interests and for career exploration. Be sure the classes you chose meet your post-secondary plans. Keep in mind course requirements for the ND Scholarship.
- Visit with your parents/guardians about your class selections for your senior year.

### **March & April**

- Create a list of post-secondary schools. Have several in mind, including "safety" and "reach" schools. Request admission and financial aid information from the colleges on your list and ask to be placed on their mailing lists. You might want to explore both public and private schools.
- Start researching if admission tests are required for post-secondary admission. Register for the SAT, SAT Subject Tests and/or ACT, if needed.
- Visit the Counseling & Career Center for ACT test prep materials.
- Learn about scholarships, grants, and loans. Browse the Counseling & Career Center Scholarship/Financial Aid webpage.
- Visit the Counseling & Career Center to learn how to do a scholarship search in RUReady ND and to sign up for Fastweb.com, a scholarship search engine.
- Participate in counseling transition planning classroom visit.
  - Start to investigate post-secondary options. Make lists of your abilities, preferences and personal qualities. List things you may want to study and/or do for a career.
  - Request information to be sent to you from specific post-secondary institutions.
- Meet with your school counselor to discuss career and future plans.

## **May**

- Review your graduation progress with your school counselor. Register for summer school if you are behind on credits or need to retake a core course. See your school counselor for assistance.
- Review your goals for post-secondary options with your school counselor or with the career advisor.
- Consider getting a summer job to explore your career interests.
- If you need help to improve your “Job Seeking & Keeping Skills” visit the Counseling and Career Center.
- Start narrowing down your post-secondary list. Prepare to visit post-secondary institutions or training programs over the summer.
- Register for the ACT test, if you plan on taking it in June.
- Use the summer to study for the SAT/ACT tests if you plan on taking/retaking.
- Expand your experiences in the summer by participating in special programs (camps, internships, job shadows, etc.), volunteering, traveling or working.
- Know which post-secondary schools require SAT, SAT Subject Tests and/or ACT Plus Writing. Register for the exams during the summer and take time to prepare.
- Begin to complete post-secondary applications over the summer.

## **Summer Break**

- Update your Academic Resume. Consider who you will ask to write letters of recommendation for post-secondary applications and scholarships.
- Know which schools require personal essays and begin drafting them.
- Review which schools use the Common Application and consider starting the process. The Common Application is usually available July 1.