

Guidance Checklist

Here are the activities students need to complete each year to ensure that students are well prepared for college, work and beyond.

1. 7th and/or 8th Grade: A) the student will develop career awareness B) the student will develop employment readiness C) the student will acquire career information D) the student will identify career goals E) the student will acquire knowledge to achieve career goals.

Activity	√
1. Read the 8 th Grade American Careers Magazine	
2. Receive instruction on the Kansas Career Pipeline (KCP)	
3. Take a career interest inventory	
4. Take a skills assessment	
5. Complete an accompanying writing activity through an academic content class	
6. Take a learning-style assessment	
7. Complete the ACT Explore (if available)	
8. Compare the KCP and Explore results	
9. Explore careers and colleges via the KCP and/or other on-line career sites	
10. Review KS Qualified Admissions criteria	
11. Attend a high school orientation program	
12. Start or plan the study of a world language	
13. Have student discuss future plans with counselor and family	
14. Request a Social Security number so the student can apply for jobs and financial aid	
15. Use all the information gathered to develop a Personal Plan of Study	
16. Create an individual student e-file program	

2. 9th Grade/Freshman Year: A) the student will develop career awareness B) the student will develop employment readiness C) the student will acquire career information D) the student will identify career goals E) the student will acquire knowledge to achieve career goals.

Activity	√
1. Read the 9 th Grade American Careers Magazine	
2. Receive instruction on the Kansas Career Pipeline (KCP)	
3. Take a career interest inventory	
4. Take a learning-style assessment	
5. Take a skills assessment	
6. Participate in job shadowing	
7. Have student discuss future plans with counselor and family	
8. Explore careers and colleges via the KCP and/or other on-line career sites	
9. Make sure student is on track to graduate	
10. Start or plan the study of a world language	
11. Review KS Career Clusters/Pathway Model	
12. Use all the information gathered to develop a Personal Plan of Study	
13. Other: Update e-file; review Qualified Admissions	

3. 10th Grade/Sophomore Year: A) the student will develop career awareness B) the student will develop employment readiness C) the student will acquire career information D) the student will identify career goals E) the student will acquire knowledge to achieve career goals.

Activity	√
1. Read the 10 th grade American Careers Magazine	
2. Receive instruction on the Kansas Career Pipeline (KCP)	
3. Explore careers and colleges via the KCP and/or other on-line career sites	
4. Participate in job shadowing	
5. Take the PSAT and/or Plan (fall)	
6. Visit the Kansas Works web site	
7. Visit a KS Workforce development Center	
8. Start researching scholarship/financial aid opportunities	
9. Have student discuss future plans with counselor and family	
10. Make sure student is on track to graduate	
11. Use all the information gathered to develop a Personal Plan of Study	

4. 11th Grade/Junior Year: A) the student will develop career awareness B) the student will develop employment readiness C) the student will acquire career information D) the student will identify career goals E) the student will acquire knowledge to achieve career goals.

Activity	√
1. Read the 11 th grade American Careers Magazine	
2. Receive instruction on the Kansas Career Pipeline (KCP)	
3. Explore careers and colleges via the KCP and/or other on-line career sites	
4. Participate in job shadowing; community service/service learning	
5. Enroll in concurrent/dual credit classes	
6. Take the PSAT and/or Plan (fall); ACT/SAT (spring or summer)	
7. Visit the Kansas Works web site	
8. Visit a KS Workforce Development Center	
9. Research scholarship/financial aid opportunities	
10. Investigate community service/service learning opportunities	
11. Have student discuss future plans with counselor and family	
12. Make sure student is on track to graduate	
13. Use all the information gathered to develop a Personal Plan of Study aligned with Career Clusters	
14. Update e-file	

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5. 12th Grade/Senior year: A) the student will develop career awareness B) the student will develop employment readiness C) the student will acquire career information D) the student will identify career goals E) the student will acquire knowledge to achieve career goals

Activity	√
1. Read the 12 th grade American Careers Magazine	
2. Receive instruction on the Kansas Career Pipeline (KCP)	
3. Explore careers and colleges via the KCP and/or other on-line career sites	
4. Participate in job shadowing	
5. Complete FAFSA application for need-based financial aid (www.fafsa.ed.gov) by deadline	
6. Submit scholarship/financial aid opportunities	
7. Enroll in concurrent/dual credit classes	
8. Take the ACT/SAT	
9. Participate in community service/service learning opportunities	
10. Visit a KS Workforce Development Center	
11. Have student discuss future plans with counselor and family	
12. Develop a budget for life after high school	
13. Visit college campus and/or training programs	
14. Submit college and/or training program applications	
15. Make sure student is on track to graduate	
16. Use all the information gathered to complete a Personal Plan of Study	
17. Other: complete e-file; apply to selected colleges	