

SAMPLE (ECAP):

PLAN HIGH SCHOOL

Freshman Year: Date of ECAP 1 _____ Counselor _____ Date of ECAP 2 _____ Counselor _____

Sophomore Year: Date of ECAP 1 _____ Counselor _____ Date of ECAP 2 _____ Counselor _____

Junior Year: Date of ECAP 1 _____ Counselor _____ Date of ECAP 2 _____ Counselor _____

Senior Year: Date of ECAP 1 _____ Counselor _____ Date of ECAP 2 _____ Counselor _____

CH ID # _____

PLACE LABEL HERE

SAS ID # _____

4-YEAR HIGH SCHOOL PLAN											
Freshman			Sophomore			Junior			Senior		
Review Initials: Date Student Parent			Review Initials: Date Student Parent			Review Initials: Date Student Parent			Review Initials: Date Student Parent		

4-YEAR HIGH SCHOOL PROGRESS*

<p>ENGLISH (4 Credits)</p> <table border="0" style="width:100%;"> <tr> <th style="width:70%;"> </th> <th style="width:10%;">IN</th> <th style="width:20%;">CREDIT</th> </tr> <tr> <td></td> <td style="text-align: center;">PROGRESS</td> <td style="text-align: center;">EARNED</td> </tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) 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Credits)</p> <p>(3 credits for University Admission)</p> <table border="0" style="width:100%;"> <tr> <th style="width:70%;"> </th> <th style="width:10%;">IN</th> <th style="width:20%;">CREDIT</th> </tr> <tr> <td></td> <td style="text-align: center;">PROGRESS</td> <td style="text-align: center;">EARNED</td> </tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>(.5) _____ <input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input 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Student Last _____ First _____

Date _____ / _____ / _____

Required courses for graduation. Official listing can be found at: www.ade.az.gov/stateboard/gradrequirements.
*Credits are not required until Graduating Class of 2013. www.ade.az.gov/ecap
Arizona Department of Education / Carl Hayden High School

PLANNING & PROGRESS

MY PROGRESS									
9th Grade		10th Grade			11th Grade			12th Grade	
*Post HS Plan:		*Post HS Plan:			*Post HS Plan:			*Post HS Plan:	
Cumulative GPA:		Cumulative GPA:			Cumulative GPA:			Cumulative GPA:	
Career Goal/Interest:		Career Goal/Interest:			Career Goal/Interest:			Career Goal/Interest:	
		PSAT Score:			PSAT Score:			ASSET Scores: (CC placement)	
		Test Date:			Test Date:			Test Date:	
Explore Results:		PLAN Results:			ACT Scores:			ACT Scores:	
Test Date:		Test Date:			Test Date:			Test Date:	
		ASVAB Results:			SAT Scores:			SAT Scores:	
		Test Date:			Test Date:			Test Date:	
					ASVAB Results:			SAT Subject Scores:	
Test Date:					Test Date:				
AIMS Results:		Math	Reading	Writing	<i>(if applicable)</i>			<i>(if applicable)</i>	
					Math	Reading	Writing	Math	Reading

- * Choose one:
- | | |
|---|--------------------------|
| ★ Attend a 4-year university | ★ Enlist in the military |
| ★ Start at a community college & transfer to a university (2+2) | ★ Work |
| ★ Complete a 2-year degree at a community college | ★ Other |
| ★ Attend a vocational / technical institute | ★ Undecided |

MY VOLUNTEER / COMMUNITY SERVICE / EXTRACURRICULAR			
Activity	Address & Phone	Dates	Description
Supervisor:			
Supervisor:			
Supervisor:			

MY EMPLOYMENT HISTORY				
Company Name	Position/Title	Address & Phone	Employment dates	Job Duties
Supervisor:				
Supervisor:				
Supervisor:				

SUGGESTED PLANNING TIMELINE

9th Grade Checklist

August

Apply for a Social Security number if you don't already have one. Start a 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 daytimer or calendar to help with organization.

September

Meet your guidance counselor. Talk about your future goals and career interests. Plan a four-year schedule of classes which will help you meet your postsecondary goals.

October

If you've been wanting to start something new, now is the time. Join school clubs or try out for sports if you haven't already done so.

November

Work hard to achieve good grades. Cs, Ds, and Fs will have a far-reaching effect. Start thinking about the elective classes you would like to take next year.

December

Talk to parents, teachers, and classmates about the classes you are interested in taking during the next school year. Look into the NCAA requirements with your counselor if you want to participate in athletics in college.

10th Grade Checklist

August

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. Ask your counselor if honors-level classes are good for you. Update your personal file. Get involved in school and community activities.

September

Visit the counseling office and career center to explore college catalogs and other materials. See your counselor and sign up to take the PSAT. Join school clubs or try out for sports if you haven't already done so.

October

Take the PSAT exam. Draw up a list of careers that interest you, and determine the best postsecondary path to achieve them.

November

College fairs can be a great way to "see" many schools at once. Try www.nacac.com, or talk to your counselor. Start thinking about the elective classes you would like to take next year.

December

Discuss your PSAT results with your counselor, and figure out how to make improvements if needed. Talk to your parents, teachers, and classmates about the classes you are interested in taking during the next school year.

11th Grade Checklist

August

Get serious about your schoolwork if you haven't already; junior year grades are extremely important, as is the rigor of your coursework. Visit the Counseling Office and get a schedule of test dates for ACT and SAT college entrance exams. Re-evaluate your high school plan to make sure you are on track for graduation.

September

Register to take the PSAT exam. Attend college fairs or send for college materials. Keep a folder for each postsecondary school in which you are interested.

October

Take the PSAT to practice for the SAT and to qualify for scholarships from the National Merit Scholarship Corporation.

November

Talk to your parents about your postsecondary plans. A private school that seems more expensive on paper may actually be more affordable with financial aid. Also, check out community colleges for vocational/technical programs. They have many excellent programs and are quite inexpensive. Start thinking about the elective classes you would like to take next year.

December

Review your PSAT scores with your counselor. Talk to your parents, teachers, and classmates about the classes you are interested in taking during the next school year.

12th Grade Checklist

August

Continue to work really hard this year. Don't slack off on your school work. If necessary, register to retake the ACT/SAT exams. Review your final post-secondary school choices with your counselor. Obtain application forms and complete them by the appropriate deadlines or by November 1, whichever is earlier.

September

Continue working on post-secondary applications. Start applying for scholarships; check the internet and school scholarship bulletin. If you want to take the ACT or SAT again, sign up now.

October

Continue working on applications and researching scholarships. Begin assembling documents for financial aid applications; see your counselor for a list of specific documents that you will need. Go to www.fafsa.ed.gov to secure a pin number. Everyone going on to postsecondary education should file a FAFSA.

November

Continue working on applications and researching scholarships. Complete and mail in all your applications for postsecondary schools. Obtain recommendation letters from teachers if needed.

December

Begin working on your FAFSA with your parents, but do not submit until after January 1.

SUGGESTED PLANNING TIMELINE

9th Grade Checklist

January

Take some time to really think about your postsecondary options. What career would be best for you? Will it require attending college?

February

Colleges want to see passion and commitment. If there is something that excites you, explore it; don't wait until junior or senior year to start building your résumé. Start doing volunteer work. If you haven't joined in clubs or activities, do it now!

March

Stay focused on being organized and getting the best grades you can. If you need help, talk to your teachers and counselor.

April

Take time to research careers and to learn more about yourself, so that you can select a career that is right for you. Career goals can and will change, but start the planning process now.

May

If you are old enough to get a summer job, try it out! If not a job, then volunteer in the community through churches and the Chamber of Commerce.

June

Read at least two books during the summer. Learn new vocabulary words. Vocabulary skills come in handy on college entrance exams. Explore summer college programs (e.g. science, arts, or tech camps).

10th Grade Checklist

January

Explore an online program for careers and post-secondary schools' information. 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.

February

Join school clubs, try out for sports; do volunteer work in the community. Keep a record of the hours you volunteer and the organization, and describe the kind of volunteer work that you do.

March

Update your personal file and start working on a résumé. See your counselor or English teacher for suggestions.

April

You may want to find Web sites that offer sample ACT and SAT exam questions. Take the tests and then talk to your teachers regarding questions you did not answer correctly.

May

Get a summer job if possible; continue to do volunteer work.

June

Read at least two books during the summer. Learn new vocabulary words. Vocabulary skills come in handy on college entrance exams. Explore summer college programs (e.g. science, arts, or tech camps).

11th Grade Checklist

January

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. Pick up review materials for the ACT and SAT exams, and start using them. Sign up to take the May/June ACT and/or SAT college entrance exams. Begin investigating financial aid by going online to: www.fastaid.com, www.finaid.com, www.usnews.com

February

Continue reviewing for the ACT and SAT exams. Continue to work hard to achieve the very best grades that you can.

March

If possible, use an electronic system to explore postsecondary school majors and choices. Start narrowing your choices. You should have at least three or four.

April

Register to take the ACT and/or SAT college entrance exams in May and June. Remember that once you request your scores be sent to postsecondary schools, those schools will receive scores for every ACT and/or SAT exam you take.

May-June-July

Find a summer job that will boost your skills or your savings. Continue researching scholarships. Start working on your college and scholarship essays. See your counselor before you leave school for sample topics. Explore summer college programs.

12th Grade Checklist

January

File all federal financial aid forms and apply for state aid. Verify that all your application materials have been received. DON'T give in to "senioritis." Do you want to live on campus? If so, when is the on-campus housing application due? Also find out when you can sign up for orientation.

February

Check with your post-secondary schools to make sure that they have all the documentation that they require. Follow up immediately. If additional information/documents are requested. Make sure to submit your completed FAFSA by the end of the month.

March

Continue to look for sources of financial aid.

April

By now you should have received most of your decision letters. Talk to your counselor and parents, and then make your final choice. Notify the schools you have not selected to let them know you have made another choice.

May

Have your high school send your final transcript to the school you have chosen.

June

Make sure you know when tuition and room and board payments are due. Be sure to pay them on time. Participate in summer orientation if provided. Explore summer college programs.

GOOD LUCK WITH YOUR FUTURE!!!