

## Education & Career Action Plan (ECAP) STUDENT PLANNER

### 9th Grade Checklist

#### **August**

Apply for a social security number if you don't already have one. Start a file for your HS 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 schedule of classes which will help you meet your post-secondary goals.

#### **October**

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

#### **November**

Remember to work hard on getting good grades. C's, D's, and F's 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 for 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.

#### **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, try out for sports if you haven't already done so.

#### **October**

Take the PSAT Test. Draw up a list of careers that interest you and determine the best post-secondary path to achieve them.

#### **November**

College fairs can be a great way to "see" many schools at once. Try [www.nacac.com](http://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 parents, teachers, and classmates about the classes you are interested in taking for 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 post-secondary 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 Corp.

#### **November**

Talk to your parent about your post-secondary plans. Remember: 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 parents, teachers, and classmates about the classes you are interested in taking for next school year.

### 12th Grade Checklist

#### **August**

Plan to work really hard this year. Don't slack off; these grades will be included in your GPA. If necessary, register to retake the ACT/SAT exams. Review your final post-secondary school choices with your counselor and start gathering application forms and get them completed by Nov. 1st.

#### **September**

Continue working on post-secondary applications. Start applying for scholarships; check the internet and school scholarship bulletin. If you want to take 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 [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to get a pin number. Everyone going to school after high school needs to file a FAFSA.

#### **November**

Continue working on applications and researching scholarships. Complete and mail in all your applications for post-secondary schools. Get recommendation letters from teachers.

#### **December**

Begin working on your FAFSA with your parents.

## Education & Career Action Plan (ECAP) STUDENT PLANNER

### 9th Grade Checklist

#### **January**

Take some time to really think about your post-secondary options—why do you want to go to college? What do you want to study? What career would be best for you?

#### **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 resume. 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 some spare time to use BRIDGES to research careers and to learn more about yourself.

#### **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 2 books during the summer. Learn new vocabulary words. Vocabulary skills come in handy on college entrance exams.

### 10th Grade Checklist

#### **January**

Explore BRIDGES ([www.bridges.com](http://www.bridges.com)) for careers and post-secondary schools. 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, the organization, and describe the kind of volunteer work that you do.

#### **March**

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

#### **April**

You may want to find web sites that offer sample ACT and SAT tests. 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 2 books during the summer. Learn new vocabulary words. Vocabulary skills come in handy on college entrance exams.

### 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.

#### **February**

Continue reviewing for the ACT and SAT exams. Work on getting good grades to raise your GPA.

#### **March**

Use BRIDGES to explore post-secondary school majors and choices. Start narrowing your choices. You should have at least three or four choices.

#### **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 post-secondary schools, then those schools will see scores for every time you take the ACT and/or SAT exams.

#### **May-June-July**

Find a summer job that will boost your skills- or your savings. Start researching scholarships. You can use BRIDGES or go online to [www.fastaid.com](http://www.fastaid.com) [www.finaid.com](http://www.finaid.com) and [www.usnews.com](http://www.usnews.com). Start working on your college and scholarship essays. See your counselor before you leave school for sample topics.

### 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 "senoritis". Your admission depends on all your grades.

#### **February**

Check with your post-secondary schools to make sure that they have all the documentation that they require. Also, be sure that your high school sends your mid-year grades. Make sure to get your FAFSA completed 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. **GOOD LUCK WITH YOUR FUTURE!!!**

## Glendale Union High School District Education & Career Action Plan (ECAP)

### Grade 9

*Required Courses:*

	<i>Grades Earned</i>	
English 1-2	_____	_____
Algebra I 1-2	_____	_____
Thinking Science 1-2	_____	_____
PE	_____	_____
<i>Elective Courses</i>		

_____	_____	_____
_____	_____	_____
_____	_____	_____

***Post-secondary Plans:***

- \_\_\_ Graduation to Work
- \_\_\_ Vocational/Technical Training
- \_\_\_ Community College
- \_\_\_ 4-year University

***Extracurricular Activities:***

Include in-school and out-of-school activities such as clubs, organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.

<i>Activity/Office</i>	<i>In-school</i>	<i>Out-of-School</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Honors and Awards*

\_\_\_\_\_

### Grade 10

*Required Courses:*

	<i>Grades Earned</i>	
English 3-4	_____	_____
Geometry 1-2	_____	_____
Biology 1-2	_____	_____
World History 1-2	_____	_____
<i>Elective Courses</i>		

_____	_____	_____
_____	_____	_____
_____	_____	_____

***Post-secondary Plans:***

- \_\_\_ Graduation to Work
- \_\_\_ Vocational/Technical Training
- \_\_\_ Community College
- \_\_\_ 4-year University

***Extracurricular Activities:***

Include in-school and out-of-school activities such as clubs, organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.

<i>Activity/Office</i>	<i>In-school</i>	<i>Out-of-School</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Honors and Awards*

\_\_\_\_\_

### Grade 11

*Required Courses:*

	<i>Grades Earned</i>	
English 5-6	_____	_____
Algebra II 1-2	_____	_____
Science _____	_____	_____
<i>Elective Courses</i>		

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Post-secondary Plans:***

- \_\_\_ Graduation to Work
- \_\_\_ Vocational/Technical Training
- \_\_\_ Community College
- \_\_\_ 4-year University

***Extracurricular Activities:***

Include in-school and out-of-school activities such as clubs, organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.

<i>Activity/Office</i>	<i>In-school</i>	<i>Out-of-School</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Honors and Awards*

\_\_\_\_\_

\_\_\_\_\_

### Grade 12

*Required Courses:*

	<i>Grades Earned</i>	
English 7-8	_____	_____
US Gov/Econ 1-2	_____	_____
<i>Elective Courses</i>		

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Post-secondary Plans:***

- \_\_\_ Graduation to Work
- \_\_\_ Vocational/Technical Training
- \_\_\_ Community College
- \_\_\_ 4-year University

***Extracurricular Activities:***

Include in-school and out-of-school activities such as clubs, organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.

<i>Activity/Office</i>	<i>In-school</i>	<i>Out-of-School</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Honors and Awards*

\_\_\_\_\_

\_\_\_\_\_

## MY INDIVIDUAL EDUCATIONAL AND CAREER PORTFOLIO

**NAME:** \_\_\_\_\_ **DOB** \_\_\_\_\_ **ID** \_\_\_\_\_

### Interest Profiler Results

Year Taken \_\_\_\_\_

<i>Interest Area</i>	<i>Score</i>
Artistic	_____
Investigative	_____
Enterprising	_____
Conventional	_____
Social	_____
Realistic	_____

*Suggested Careers*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Work Values Sorter Results

Year Taken \_\_\_\_\_

<i>Value</i>	<i>Score</i>
Support	_____
Achievement	_____
Relationships	_____
Independence	_____
Recognition	_____
Work Conditions	_____

*Suggested Careers*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Basic Skills Results

Year Taken \_\_\_\_\_

<i>Skill</i>	<i>Level</i>		
Critical Thinking	Low	Med	High
Active Listening	Low	Med	High
Writing	Low	Med	High
Active Learning	Low	Med	High
Mathematics	Low	Med	High
Active Listening	Low	Med	High
Reading Comprehension	Low	Med	High
Science	Low	Med	High
Speaking	Low	Med	High
Science	Low	Med	High
Learning Strategies	Low	Med	High

*Suggested Careers:*

\_\_\_\_\_

\_\_\_\_\_

**Careers I want to investigate further:**

Career	Career Cluster or Pathway	Electives to take	Required High School Course work Needed	Post-secondary School that offers training or degree

## POSTSECONDARY PLANNING

WHEN	WHAT	WHY	HOW	WHERE/WHO	STATUS
<b>Freshman Year</b>	Investigate possible careers and select at least three and write them below	To determine my post-secondary educational plan	On the internet; by talking to people about their careers; talking to my counselor	<a href="http://www.bridges.com">www.bridges.com</a> ; teachers, relatives, doctors, etc. my Glendale counselor	To Do Done
<b>Sophomore Year</b>	Review career choices; select new ones if necessary; write out a plan to prepare for that career	To make sure the courses I am taking are appropriate for achieving my career goals	On the internet; talking to my counselor; making careful elective class choices & taking challenging courses	<a href="http://www.bridges.com">www.bridges.com</a> ; my Glendale counselor	To Do Done
October	Take the PSAT exam	To prepare for college entrance exams	Sign-up on campus to take the exam	Counseling Office/ my counselor	To Do Done
<b>Junior Year</b>	Create a resume to use when filling out applications; start exploring post-secondary school options and write down your choices	To have all the info handy when I fill out applications ; To know what schools I will apply to after high school	Search on the internet for schools; talk to my English teacher about resume format	<a href="http://www.bridges.com">www.bridges.com</a> ; my Glendale counselor	To Do Done
October	Take the PSAT exam	To prepare for college entrance exams and to be eligible for national scholarships	Sign-up on campus to take the exam	Counseling Office/ my counselor	To Do Done
March	Sign up to take the ACT and/or SAT college entrance exams in May or June	To get my scores and to decide if I need to re-take the exams at the beginning of senior year	Go online to register at <a href="http://www.act.org">www.act.org</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> . Or pick up packets in the counseling office	Counseling Office/ my counselor	To Do Done
<b>Senior Year</b>	Apply to post-secondary schools apply for financial aid; re-take college entrance exams if necessary; apply for scholarships	To be able to pursue my post-secondary goals	Get applications on the internet or in Counseling Office; Sign up for financial aid on internet	<a href="http://www.bridges.com">www.bridges.com</a> ; individual school web sites, counseling office, <a href="http://www.FAFSA.edu.gov">www.FAFSA.edu.gov</a> .	To Do Done
September	Complete applications and sign up to re-take ACT/SAT exams	To be able to pursue my post-secondary goals	Get applications on the internet or in Counseling Office	<a href="http://www.bridges.com">www.bridges.com</a> ; individual school web sites, counseling office; scholarship web sites	To Do Done
January/ February	Complete financial Aid forms	To be able to pursue my post-secondary goals	Get applications on the internet or in Counseling Office	<a href="http://www.bridges.com">www.bridges.com</a> ; <a href="http://www.FAFSA.edu.gov">www.FAFSA.edu.gov</a> .	To Do Done

# My Final Plan

**Career Selected:** \_\_\_\_\_

**Post-secondary Pathway Selected:**      **University**                      **Community College**                      **Vocational/Technical School**

*School selected:* \_\_\_\_\_ *Cost:* \_\_\_\_\_

*Admissions test required*      *YES*      *NO*

*Admission Tests Taken*      *ACT*\_\_\_\_\_      *SAT* \_\_\_\_\_      *ASSET*\_\_\_\_\_      *Other*\_\_\_\_\_

*Application Submitted on* \_\_\_\_\_

*School selected:* \_\_\_\_\_ *Cost:* \_\_\_\_\_

*Admissions test required*      *YES*      *NO*

*Admission Tests Taken*      *ACT*\_\_\_\_\_      *SAT* \_\_\_\_\_      *ASSET*\_\_\_\_\_      *Other*\_\_\_\_\_

*Application Submitted on* \_\_\_\_\_

**Major or Program Focus:** \_\_\_\_\_

<b>Course work Required:</b>	English _____	_____	_____
	Math _____	_____	_____
	Science _____	_____	_____
	_____	_____	_____

**Financing Post-secondary Education:**

*FAFSA Pin Number* \_\_\_\_\_      *FAFSA Completed:*    *YES*      *NO*      *Expected Family Contribution* \_\_\_\_\_

*Loans:* \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

*Scholarships:* \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

*Grants:* \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

*Work/study:* \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

*Other:* \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_