

**Sample 1**  
**9th Grade**

Quarter 1:

- August: meet with school counselor to discuss plan for the year and write academic or attendance goal
- September: classroom lessons- register for student account on My Future AZ, review how to calculate GPA, start 9th grade checklist, start independent project: create postsecondary binder. Tabs may include:
  - College Timeline
  - Checklists
  - Self Assessments
  - College/Career Matching (includes notes and lists)
  - College/Career materials
  - Handouts
  - Testing (for future)
- Review school counseling website

Quarter 2:

- October: encourage participation in clubs and activities based on areas of interest
  - Invite parents/guardians to participate in parent-teacher conferences
- November: conduct self-assessment: Career Interest Inventory on My Future AZ
- December: classroom lesson- ECAPs, course planning for 10th grade, students invite parents to My Future AZ

Quarter 3:

- February: review 1st semester transcript with school counselor and review goal
  - Invite parents to college/career fair
- March: classroom lesson- summer opportunities, AP vs. Honors classes
  - Invite parents/guardians to participate in parent-teacher conferences

Quarter 4:

- April: field trip to CTED or college visit
  - Invite parents/guardians to dual enrollment night, awards night

### **10th Grade**

Quarter 1:

- August: meet with school counselor to discuss plan for the year, review academic/attendance goal
- September: classroom lesson- students log into My Future AZ and review ECAPs, start 10th grade checklist, update postsecondary binder

Quarter 2:

- October: continue encouraging participation in clubs and activities
  - Classroom lesson- CTE programs and CTED applications
  - Invite parents/guardians to participate in parent-teacher conferences
- November: conduct college/career search on My Future AZ and make a list of top choices
- December: discuss 11th grade courses with school counselor

Quarter 3:

- February: review 1st semester transcript with school counselor and review goal
  - Invite parents to college/career fair
- March: classroom lesson- summer opportunities
  - Invite parents/guardians to participate in parent-teacher conferences

Quarter 4:

- April: classroom lesson- cover letter and resume building using My Future AZ
  - Invite parents/guardians to dual enrollment night, awards night

### **11th Grade**

Quarter 1:

- August: meet with school counselor to discuss plan for the year including registering for NCAA eligibility center, registering for testing, discussing scholarship applications

- September: classroom lesson- students log into My Future AZ and review ECAPs, start 11th grade checklist, update postsecondary binder

#### Quarter 2:

- October: students take PSAT
  - Invite parents/guardians to participate in parent-teacher conferences
- November: conduct college/career search on My Future AZ and review and narrow down list of top choices
- December: discuss 12th grade courses with school counselor

#### Quarter 3:

- February: review 1st semester transcript with school counselor and review goal
  - Invite parents to college/career fair
- March: classroom lesson- discuss scholarships, volunteering opportunities
  - Invite parents/guardians to participate in parent-teacher conferences

#### Quarter 4:

- April: field trip/college visit
  - Invite parents/guardians to dual enrollment night, awards night

### **12th Grade**

#### Quarter 1:

- August: meet with school counselor to discuss plan for the year including registering for NCAA eligibility center, registering for testing, discussing scholarship applications, finalize list of postsecondary education options and begin applications
- September: classroom lesson- continue ECAP in My Future AZ

#### Quarter 2:

- October: classroom lesson- students create FSA ID and review student portion of the FAFSA
  - Invite parents to FAFSA night
- November: classroom lesson- students continue with applications (jobs, scholarships, postsecondary education)

- December: classroom lesson- continue ECAPs on My Future AZ

Quarter 3:

- February: review 1st semester transcript with school counselor and review goal
  - Invite parents to college/career fair
- March: classroom lesson- continue applications and ECAP on My Future AZ

Quarter 4:

- April: meet with school counselor to complete any graduation paperwork and complete final transcript requests
- May: graduation

## Sample 2

Domain	How	When/Who	Grade
<b>ACADEMIC</b>			
Plan courses to meet high school graduation requirements	Set up My Future AZ account Course Selection Sheets Classroom Lessons Individual Counseling Future Frosh Night 8 <sup>th</sup> grade visitation	Fall/Spring, counselors Spring, counselors Fall/Spring, counselors Ongoing, counselors Spring, counselors Spring, counselors	9-12 9-11 9-12 9-12 9 9 (when in 8 <sup>th</sup> grade)
Review of academic progress that includes any interventions or advisements	Individual Counseling Advisory Place student into necessary tutoring/intervention program (Read 180, Algebra Extension, Tutoring, ACT Prep)	Ongoing, counselors Ongoing, Advisory Teachers Ongoing, counselors, administrators, and teachers	9-12 9-12 9-12

<b>CAREER</b>			
Explore and identify possible career interests and the needed requirements for those careers	Interest Assessment, My Future AZ College and Career Fair Career Day PSAT offered on campus ACT (Paid for all students) ASVAB offered on campus In state university field trip Individual Meetings	Fall, counselors Fall, counselors/college representative/SW Valley Chamber of Commerce businesses Spring, Advisory Fall, counselors Spring, counselors Spring, counselors Ongoing, counselors Ongoing, College & Career Specialist	9-11 9-12  9-12 10-11 11 10-12 9-12 9-12
Explore postsecondary career plans, options, interests, or skills	Reality Check, My Future AZ Individual Meetings	Fall/Spring, counselors Fall/Spring, counselors Ongoing, College & Career Specialist	9-10 11 9-12

<b>POSTSECONDARY</b>			
Explore postsecondary education goals, options, and admissions requirements	Classroom Lessons Advisory Lessons Colleges representatives on campus College and Career Fair High School Relations Tour In state university field trips Individual Counseling	Fall/Spring, counselors Fall/Spring, Advisory teachers Ongoing, counselors  Spring, counselors Fall, counselors Ongoing, counselors Ongoing, counselors	9-12 9-12 9-12  9-12 12 9-12 9-12
Review postsecondary education goals, options, and requirements	Classroom Lessons Advisory Lessons Individual Counseling Senior Survey	Fall/Spring, counselors Fall/Spring, Advisory teachers Ongoing, counselors Fall/Spring, counselors	9-12 9-12 9-12 12

Explore admissions requirements	Classroom Visits Advisory Lessons School Search, My Future AZ Counseling Newsletter	Fall/Spring, counselors Fall/Spring, Advisory teachers Fall/Spring, counselors Ongoing, counselors	9-12 9-12 11 9-12
Financial Assistance Planning	Financial Aid & Scholarship Search Financial Aid Night Scholarship Newsletter Counseling Newsletter	Fall/Spring, counselors  Fall, counselors Ongoing, counselors Ongoing, counselors	11-12  12 9-12 9-12
Complete Applications	Application Workshops Campus Visits	Ongoing, counselors Fall/Spring, counselors	12 12
<b>EXTRACURRICULAR ACTIVITIES</b>			
Document participation in sports, clubs , and/or organizations	Update Profile, My Future AZ Resume Builder, My Future AZ	Fall/Spring, counselors Fall/Spring, English teachers	9-12 11-12
Document work experience and/or volunteer experience	Update Profile, My Future AZ	Fall/Spring, counselors	9-12

	Resume Builder, My Future AZ		
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