

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-introduce students to ECAP platform, 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
- December: classroom lesson- ECAPs, course planning for 10th grade, students invite parents to ECAP platform

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 ECAP platform 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 ECAP platform 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 ECAP platform
 - 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 ECAP platform 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 ECAP platform 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 ECAP platform

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 ECAP platform

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 ECAP platform

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
ACADEMIC			
Plan courses to meet high school graduation requirements	Set up ECAP platform account Course Selection Sheets Classroom Lessons Individual Counseling Future Frosh Night 8 th 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 th 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

CAREER			
Explore and identify possible career interests and the needed requirements for those careers	Interest Assessment, ECAP platform 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, ECAP platform Individual Meetings	Fall/Spring, counselors Fall/Spring, counselors Ongoing, College & Career Specialist	9-10 11 9-12

POSTSECONDARY			
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, ECAP platform 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
EXTRACURRICULAR ACTIVITIES			
Document participation in sports, clubs , and/or organizations	Update Profile, ECAP platform Resume Builder, ECAP platform	Fall/Spring, counselors Fall/Spring, English teachers	9-12 11-12
Document work experience and/or volunteer experience	Update Profile, ECAP platform Resume Builder, ECAP platform	Fall/Spring, counselors	9-12