



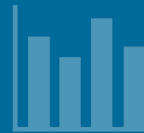
# IDEAS FOR

## COLLEGE & CAREER

### READINESS PLANS

#### STUDENT JOURNAL

TM



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"Inspiration." Merriam-Webster. Merriam-Webster, n.d. Web. 20 Sept. 2016.

"Prerequisite." Merriam-Webster. Merriam-Webster, n.d. Web. 20 Sept. 2016.

"Trait." Merriam-Webster. Merriam-Webster, n.d. Web. 20 Sept. 2016.

Printed in the U.S.A.



# IDEAS FOR

## COLLEGE & CAREER

READINESS PLANS <sup>TM</sup>

STUDENT JOURNAL





“How can I prepare for my life after high school?”

This book was designed to be an organized way to provide you with actionable *IDEAS for College and Career Readiness Plans.*

Each chapter in this student book is titled as part of the acronym for the very word

# IDEAS

**I**nspiration

**D**etermination

**E**xpectations

**A**ctions and

**S**trategies

**PREPARING FOR YOUR FUTURE!**



**IDEAS** FOR  
**COLLEGE & CAREER**  
READINESS PLANS

*This program will help sort the processes needed to reach your personal and academic goals. Think about everything that affects you personally, and your efforts in school. Use this reflection to complete the statement below with as much detail as you can.*

# WELCOME

This College and Career Readiness Planner belongs to

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I will remember this time in my life mostly because

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Signature

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Date



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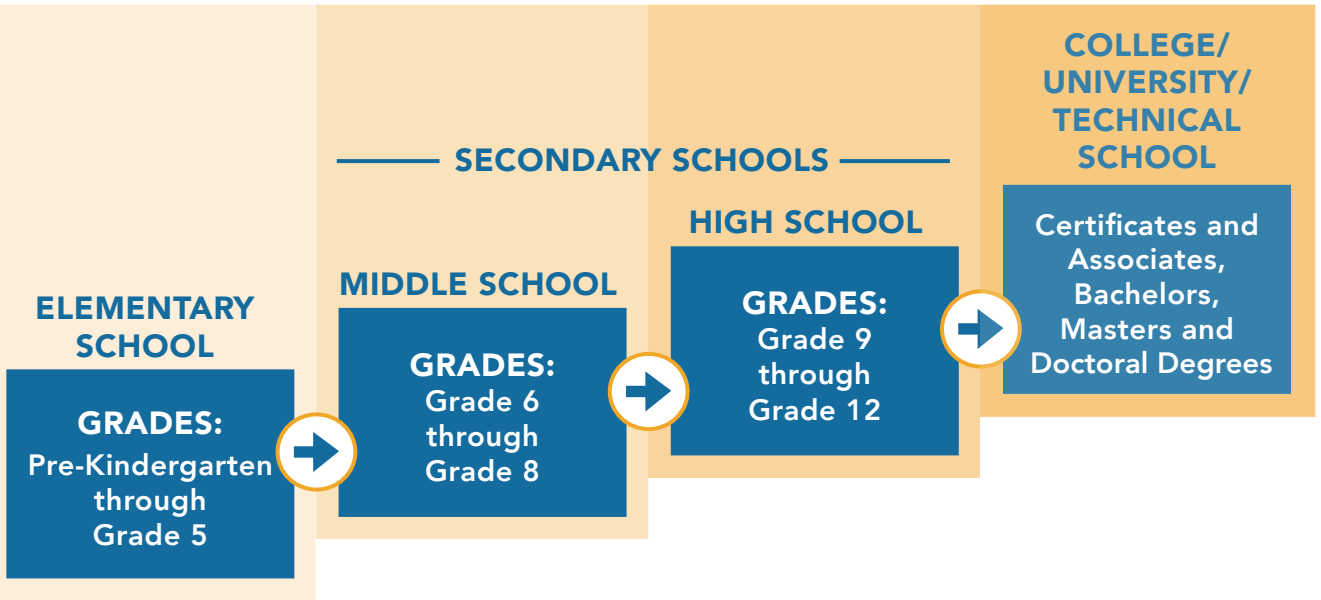
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## Introduction

This book is designed to provide you with actionable *IDEAS* for *College and Career Readiness Plans*. Use this journal as a planner and reflection tool. The chapters serve as a resource for your step-by-step progress on the College and Career Readiness Continuum.

It will be rewarding to look back and see how far you have come in the process of reaching your goals.



## Academic Track

The academic track from Pre-K through 12th grade and beyond is illustrated in the diagram above. This shows where you are in the academic process.

- What do you think is the purpose of school?
- What is the importance of school in our society?
- What skills should be learned in school?



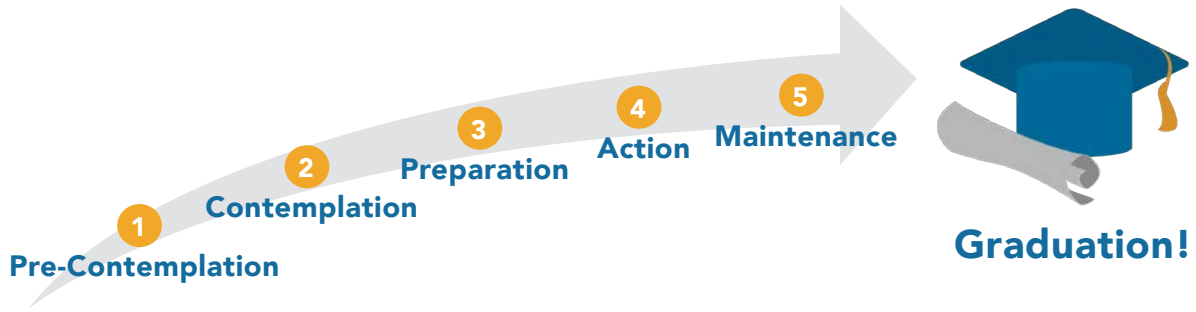
# Academic and Value Statements

These Academic and Value Statements present a perspective about the topics in this book. Mark whether you agree or disagree with each statement. Think about the rationale for your answers and be prepared to explain your response. As you proceed through this book, check back to see if your answers to these statements are confirmed, or if you have reconsidered your responses based on what you have learned.

AGREE	DISAGREE	ACADEMIC & VALUE STATEMENTS
1		It is not that important to really think about college or a career until the end of high school.
2		It is up to me alone to get myself into college after I graduate from high school.
3		It is to my advantage to have an idea of what I would like to study after high school.
4		I know the career I want to have when I finish high school.
5		As long as I do the minimum community service hours, it doesn't matter if I do more.
6		I know about the college entrance exams and there is no way to get ready for them.
7		I know about the costs of college and I have a financial plan to pay for college.
8		Success in life has different meanings to different people.
9		I believe I have the ability to succeed if I try hard enough.
10		I already know that I'm going to college.
11		I have good study habits.
12		Anyone in America can be successful.

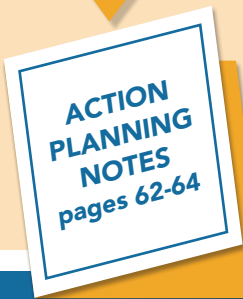


**Extension Activity:** Explore, research and present a response to a topic or topics you would like to know more about!



# College and Career Readiness Continuum

The College and Career Readiness Continuum (CCRC) refers to the stages of progression in your personal academic plans towards high school graduation and college.



**WHERE AM I ON THE CONTINUUM?** Check what applies to you.

**1 PRECONTEMPLATION STAGE**

\_\_\_\_\_ I know school is important for learning, but graduation is a while away and I have plenty of time to get prepared.

**2 CONTEMPLATION STAGE**

\_\_\_\_\_ Through conversations at school, I have heard of doing things in the *IDEAS for College and Career Readiness Plans*, and I plan to work on that soon.

**3 PREPARATION STAGE**

\_\_\_\_\_ I am thinking about preparing for college and starting to think about what I want to do after I graduate.

**4 ACTION STAGE**

- \_\_\_\_\_ I have begun the college preparedness actions.
- \_\_\_\_\_ I have discussed my college options with my counselor and/or teachers.
- \_\_\_\_\_ I have joined clubs that have given me experience in groups.
- \_\_\_\_\_ I know what I am interested in learning more about.
- \_\_\_\_\_ I know what tests I have to take for college and I think I know the colleges I would like to research.
- \_\_\_\_\_ I know what scholarships I am going to apply for.

**5 MAINTENANCE**

- \_\_\_\_\_ I feel confident I will achieve my goals by graduation and I'm looking forward to the options ahead.
- \_\_\_\_\_ I have applied to the schools I wish to attend and I am waiting for the responses.
- \_\_\_\_\_ I have decided on the college I will attend.
- \_\_\_\_\_ Reply to the college of your choice by their deadline.

**GRADUATION!** Time to register for orientation.

**ACTION STAGE TO-DO LIST:** See page 62 - 64 for personal planning area.

## Reflection on Success

What does being successful mean to you — in your life and in your career?



What does being successful in your LIFE mean to you?

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What does being successful in your CAREER mean to you?

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Report about a time you felt proud of something you did at school.

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What can you do to help yourself continue and or become successful?

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# Inspiration

**Where can I find inspiration to guide my future goals?** Inspiration is defined as “something that makes someone want to do something or that gives someone an idea about what to do or create: a force or influence that inspires someone.” (Merriam Webster).

Some students know what they want to do after they graduate from high school. Others may be inspired from activities they participate in their schools. Some may be inspired from careers of people in their families or in their communities.

Striving for your academic goals and being involved on campus, opens opportunities that will influence or inspire your career and future plans. This will give you more options in the form of electives or higher level classes. Being involved in school can mean joining clubs, sports, student government, and volunteering in community service. Seeking leadership positions can be rewarding and look good on your college applications.

## School Clubs



Being a member of a school club gives you the opportunity to learn about your areas of interest, and also to expand service initiatives. Middle and high school campuses also have academic or student government clubs and associations, as well as athletic teams or game-based clubs. Some of the clubs specialize in community service activities.

Find out about clubs from your school counselor, or ask in the office. If you join a club as an active member, especially in your first year, you will learn how the club works, and how activities are planned and organized. While participating in clubs and activities, pursue leadership roles and you will learn team-building skills. This will demonstrate your ability to hold a position of responsibility. These activities help build confidence no matter what you decide to study in the future.

- What clubs or extracurricular activities are available to be a part of at your school?



- What activity(ies) are you currently involved with? Why did you select this?
- If you are not involved in any activities then:
  - Who do you know that is in a club?
  - What do you think being in a school club would be like?



### TYPES OF CLUBS

Here are examples of some academic clubs, common interest clubs, and athletic team sports (and intramurals) that may be available in your school.


- Art Club
- Baseball
- Basketball
- Bowling Club
- Cheerleading
- Chess Club
- Computer Tech Club
- Football
- eSports
- French Club
- Future Business Leaders of America
- Future Scientists Club
- Golf
- History Club
- Honor Society
- Marching Band
- Math Club
- Photography Club
- Pre-Law Club
- Pre-Med Club
- Rock Band
- Soccer
- Spanish Club
- Student Government Association
- Student Newspaper
- Swimming
- Volleyball
- Wrestling
- Weight Lifting

**Extension Activity:** Visit or interview a club, team, faculty sponsor or member and write an article for the school newspaper or present to the class. Making a news video is a fun challenge too!



List below the clubs in your school that you would like to learn more about:

	Club / Contact Name / Meeting Room:



LEARNING  
WHAT YOU  
WANT


If you could learn about anything, what would you want to learn about and why?

### CREATE A CLUB!

Exploring clubs currently available or expanding the options of clubs can be a satisfying experience.

A group of students with a common interests can form a club. This usually requires administrative approval and sponsorship from a faculty member or advisor. These experiences may help you realize what interests you most and lead you to a possible career path.



 **Extension Activity:** Team up with students that share similar interests then research and design the creation of a club. It should be interesting to members, have a purpose, be approved by the school and have a planned calendar of meetings and events. Research online for suggested steps to creating a club.

## Exploration Resources HELP FIND THE RIGHT CAREER FOR ME

Other sources of inspiration for academic and career goals can come from research. Search online or check out books in your school library about career types. You may look up people with careers you find interesting and research the paths they took to accomplish their goals. (For help in the library, ask your school’s media specialist or school counselor).



### ONLINE ASSESSMENTS

Check out <https://www.mynextmove.org/explore/ip> to discover your interests and strengths.



## CONNECTING TO THE WORLD AROUND YOU

Exploring careers in our society can be a great inspiration. Think about your interactions with teachers, community members, your family, and everyone you have contact with. Is there someone in your life that you admire for their happiness and/or success? Is there a subject in school that you really enjoy learning about? Have you thought about all of the different job types needed to make your city run efficiently? There are things all around you that may influence your future plans.

### THINK ABOUT IT

What types of careers and jobs were needed to create this room, this building or this school? Can you name at least five specialists whose jobs are to make it operate smoothly?



## NOTICING THE CAREERS IN OUR WORLD



Lawyer



Realtor



Architect



Engineer



Electrician

The building you are in right now took a multitude of careers to make it happen. Lawyers wrote contracts. Realtors helped purchase the land. The money to buy and build was lent by a bank through a loan officer. Architects and engineers designed the structure. Contractors managed the electricians, masons, plumbers, and other specialists who built it.

The materials to build it were all created in different factories. Cooling and heating systems were designed. Walls and flooring were constructed. The electrical components — lights, elevators, computers, and so much more — were installed. Government inspectors had to make sure that it was built to regulated safety standards.

Besides all of this, there are many other people whose careers are based INSIDE of the finished building such as teachers, administrators, counselors, coaches, volunteers, secretaries, chefs, and custodians. These are the people who help your school run efficiently so that students have a place to learn.

Notice who and what is needed to create hospitals, airports, roads, courts, a justice system, cable television, the internet and everything else around where you live. Service professionals provide protection and relief such as firefighters, police, and military services. Researchers, scientists and doctors are needed for medical cures and treatments.

Inspiration is all around us if you take the time to notice who and what helps make our society function!



Carpenter



Teacher



Coach



Chef



Librarian

## WANT TO KNOW MORE?

Explore, research or create a response or article about the creation of your school or another landmark place in your city or town.



## Community Service

Community Service means volunteering in some way to help the common good!

### WHY DO COMMUNITY SERVICE?

Giving back to your community can be a rewarding experience and even help you see things that could possibly inspire your future career choice.

### REQUIRED HOURS TO COMPLETE BY GRADUATION

Most schools have a minimum number of community service hours required for graduation. As a student volunteer (through service-oriented projects) you can accumulate your service hours. How many hours you partake in service activities is important and can serve as a great personal growth experience.

### WHERE TO VOLUNTEER

Need help figuring out where to volunteer? Ask your support contacts and your school counselor for help finding volunteer activities related to your interests. Sometimes there are opportunities to provide community service in your town or city that do not necessarily require involvement in a club. Search online for community service opportunities in your area. By typing "**community service**" and your **zip code**, different organizations will pop up. Be sure to ask your parent(s) or mentor(s) to check them out before committing.

### LOG YOUR COMMUNITY SERVICE HOURS

A well-rounded student is important to college admissions counselors. They want to welcome students in their colleges and universities who are doing well academically AND want to give back to their community.

Keep a record of your service activities so that you get the credit you deserve for all you've done. Enter all your volunteer information on the Community Service Log on the following page. Refer back to this log and the reflections for your experiences that you record on pages 16 and 17.



# COMMUNITY SERVICE LOG

To receive credit for your community service, make sure to get the documentation signed.

Give to \_\_\_\_\_ Room \_\_\_\_\_

<b>DATE OF SERVICE</b>	<b>HOURS WORKED</b>	<b>DESCRIPTION OF WHAT ACTIVITY WAS DONE</b>	<b>NAME/PHONE # OF VARIFICATION CONTACT</b>

## COMMUNITY SERVICE REFLECTIONS

For each community service event, describe what you learned and how this experience changed your point-of-view. This reflection will help you remember your experiences for future college essays or interviews.

A spiral-bound notebook with a light orange cover. The notebook is open to a page with a vertical blue line on the left side and horizontal lines for writing. A blue paperclip is attached to the top right corner of the page. The notebook is set against a white background.

## Career Paths

Here are some examples of careers to possibly explore. With today's ever-changing world, the list is expanding every day:

- Accountant
- Actor
- Advertising Professional
- Air Force Officer
- Anaesthesiologist
- Animal Keeper
- App Developer
- Architect
- Archeologist
- Army Officer
- Artist
- Athlete
- Aviation & Aeronautics
- Brain Surgeon
- Building Contractor
- Budget Analyst
- Car Mechanic
- Carpenter
- Chef
- Chemist/Scientist
- Childcare Worker
- City Planner
- Civil Engineer
- Coach
- Computer Engineer
- Computer Science
- Copywriter
- Coast Guard Officer
- Counselor
- Court Reporter
- Dentist
- Dental Hygienist
- Designer
- Diplomat
- Doctor
- Economist

- Electrical Engineer
- Engineer
- Environmental Scientist
- Farmer
- Fashion Designer
- FBI Agent
- Fitness Instructor
- Financial Analyst
- Firefighter
- Flight Attendant
- Food Scientist
- Graphic Designer
- Human Resource Specialist
- Information Security Analyst
- Journalist
- Judge
- Landscape Architect
- Lawyer
- Librarian
- Loan Officer
- Manager
- Marine Biologist
- Marine Officer
- Market Research Analyst
- Mathematician
- Meteorologist
- Musician
- Musical Engineer
- NASA Scientist
- Navy Officer
- Network Administrator
- Nurse
- Nutritionist
- Oceanographer

- Ophthalmologist
- Pediatrician
- Pharmacist
- Photographer
- Physical Therapist
- Physician Assistant
- Physicist
- Pilot
- Police Officer
- Principal
- Psychologist
- Public Relations Coordinator
- Real Estate Agent
- Records Manager
- Reporter
- Secretary
- Social Worker
- Software Engineer
- Sonographer
- Speech-Language Pathologist
- Stockbroker
- Space Force Officer
- Surgeon
- Surveyor
- Systems Analyst
- Tailor
- Teacher
- Translator
- TV Producer
- Veterinarian
- Video Game Designer
- Web Developer
- Writer
- Zoologist



**Extension Activity:** Research one of the above careers and describe the pathway it takes to achieve this occupation. Develop a presentation, speech, PPT, report, video or other creative means to present your research to others.

# Reflection on Careers

Inspiration for future careers can come from different directions during your academic journey through school. Thinking about your interests and how the world functions may help you focus on an area that could turn into a possible career. Review the list on page 18. Check off the careers you know nothing about but are interested in, then research them. After completing the online interest assessment (see link on page 13), check out the Occupational Outlook Handbooks at: [bls.gov/ooh](https://www.bls.gov/ooh) or [careeronestop.org](https://www.careeronestop.org) for job descriptions, video overviews, job outlooks, median wages and more.


**My favorite subject is:**

Describe why you like this class so much.

**I am interested in:**

Can your favorite subject lead you to a career? Do you have a similar interest or hobby?

**After exploring, here are some possible careers I think I might like:**

 **Extension Activity:** Visit online job boards to see the requirements and opportunities for jobs in the career field(s) you are interested in (example: [indeed.com](https://www.indeed.com)).

# Determination


**How can I determine my personal and academic goals?** How you imagine your future will have an impact on your choices and your goals. Understanding who you want to become, and knowing the processes needed to achieve this, will help you visualize the necessary steps to reach your goals.



## Personal and Academic Goals

Goals are defined as “a person’s objective or a desired result.” There are short- and long-term goals. An example of a short-term goal can be for the day, the week, the year or even a couple years.

Fulfilling a long-term goal consists of accomplishing something over time (combining several short-term goals). That requires more extensive planning and plenty of time to reach the goal.

 **Extension Activity:** Planning for your goals can be helpful! Write a letter to your future self about your personal and professional expectations. Describe how you want to accomplish the steps needed to reach your goals.

## REFLECTION: SHORT- AND LONG-TERM GOAL INVENTORY

Plan your goals! Make sure you clearly define each goal and what it means to you to have achieved it.

### IDEAS GOAL MAKING


- I*dentify the goal(s)
- D*ecide on the process
- E*ngage in action steps
- A*lternate plans as needed
- S*ucceed and strategize your next steps!

List some of your SHORT-TERM goals for this year. Think about your personal and academic goals.

A spiral-bound notebook page with a blue paperclip on the right side. The page is ruled with horizontal lines and a vertical margin line on the left.

List a few LONG-TERM goals. Think about your personal and academic as well as your possible career options.

A spiral-bound notebook page with a blue paperclip on the right side. The page is ruled with horizontal lines and a vertical margin line on the left.

 **Extension Activity:** Research online “quotes about goals” and select one that means the most to you. Prepare a creative presentation about what this quote means to you. Give examples of how these words could help you or others with thoughts, plans and goals.



## Personal Support Team

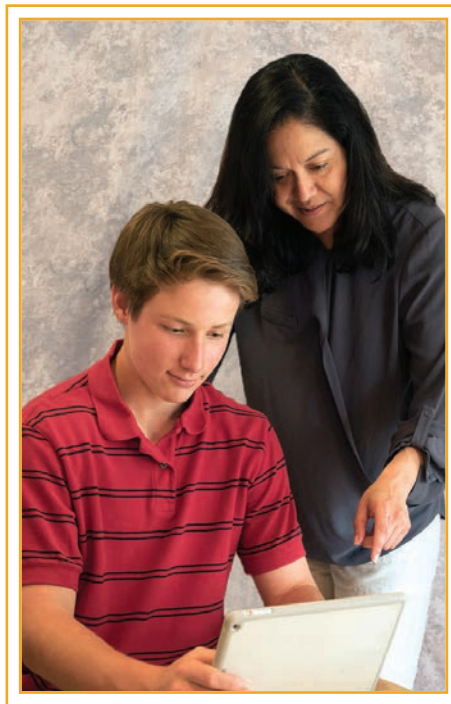
As you reach out for help in school, think about who you would like to be part of your support team. Having a personal support team is important as you work toward your goals. Speak with your parent(s) or guardian(s), youth leader, employer, or an adult within your school (like your favorite teacher, school counselor, or even administrator) for direction with your academic or personal goals.

**They will become your support team who will help guide you.**

Your school contacts will have the most insight on academic requirements and options, such as what classes to take the following year or how to get extra practice for the college entrance exams. Let them know if you want to be in a club; they might have some insight on what's available.

Assistance will also be needed when it's time to apply to college.


**Your academic support team may also help you with a college recommendation letter.** These letters are made to schools you are applying to. They describe important qualities you have such as your character, your efforts as a student, and your participation in extracurricular activities.





List teachers, counselors or others at school who you can ask for help:

Important dates and events to be aware of at school for community service, college information, club events, career supports and other resources offered in school:

 **Extension Activity:** Collaborate with others about challenges in finding help or getting answers to questions in school. List possible solutions or steps to take.

CHALLENGES I HAVE HAD:	POSSIBLE SOLUTIONS TO THESE CHALLENGES:



## Reflection on Self


“Traits” is defined by Merriam-Webster as “a quality that makes one person or thing different from another”. In terms of personal traits, many words that can be used to describe someone. Some of them mean almost the same thing such as the words “honest” and “sincere”. You may make a list of words you think describe you and find there are other qualities or traits that you would like to further develop. Understanding your qualities and traits, as well as how others perceive you, is meaningful for your personal achievement.

List some of your positive traits below:

A graphic of a spiral-bound notebook page with a blue paperclip on the right side. The page has a vertical line on the left side and several horizontal lines for writing.

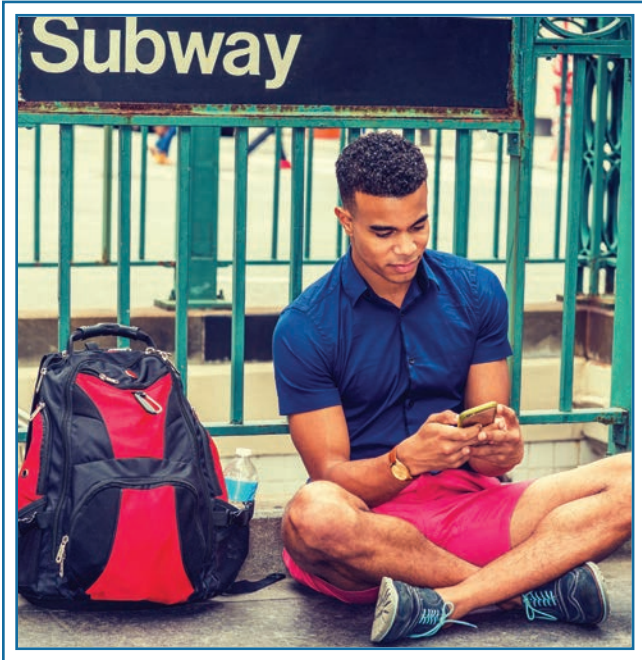
Ask a classmate, friend or family member for the personal strengths they see in you:

A graphic of a spiral-bound notebook page with a blue paperclip on the right side. The page has a vertical line on the left side and several horizontal lines for writing.

 **Extension Activity:** Create a “Personal Skills Vision” presentation or display that reflects skills you would like to learn and how you can make this happen.

# Expectations

**How can I begin to define my academic career expectations?** While we may not know exactly what we want to do after high school, we need to have beliefs or expectations that we can make it happen.



## Education Options After Graduation

Different careers have varied education tracks after high school. There are different types of colleges located in different areas, some closer and some further from where you live. There are universities, colleges, technical schools and community colleges.

There may be higher education schools within driving distance from your home. Sometimes, public transit is available. You may also find that some colleges and universities have multiple locations or outreach centers in different parts of your city or region. Some schools may even offer online courses. Find out which colleges and universities are near your home.

List the colleges and universities close to where you live:

A graphic of a blank, lined notebook page with a spiral binding at the top. The page has horizontal lines for writing and a vertical margin line on the left side. A blue paperclip is attached to the top right corner of the page.

**ASK YOURSELF**

Here are a few questions to consider and research about colleges:

- Do I want to go to school in the city where I live and commute from home?
- Do I want to go away to school and live in a dormitory or rent an apartment nearby?
- Do I want a co-ed school, religious, public, private, or possibly a military academy?
- What are the requirements to get into the colleges I want to attend?
- What are the academic degrees offered at the colleges I am interested in?
- How much does getting a degree cost and what are some options to pay for college?

**WHAT IS THE DIFFERENCE BETWEEN COMMUNITY COLLEGES AND COLLEGES/UNIVERSITIES?**

- A Community College offers career paths and trade licensing (like technical certificates) as well as degrees that can be a pathway to a college or a university bachelors degree (see below).
- Colleges may offer certificate programs, associates, and bachelors degrees. Universities offer bachelors, masters, and doctoral degrees (see below).

NAME OF YEAR	HIGH SCHOOL	COMMUNITY COLLEGE	COLLEGE / UNIVERSITY
Freshman	Grade 9	1st Year	1st Year
Sophomore	Grade 10	2nd Year Associates Degree or Technical Certificate	2nd Year Associates Degree
Junior	Grade 11		3rd Year
Senior	Grade 12		4th Year Bachelor Degree
Graduate School	Grade 12		Masters Degree (1+ Years) or Doctoral Degree (3+ Years)



## **SCHEDULE A VISIT!**

**Visiting colleges and universities is a great way to help narrow your selection.** It's never too early to start looking! If you are fortunate to have a college or university in your area, check out the tour schedules offered through their admissions office website. Seeing the campus in person will help you gauge how you would feel attending that school.

There are virtual ways to learn about the colleges that are a distance from where you live. Online tours are a great source of information and give you an idea of the campus size. From the actual college or university website, to entities that research and rank schools, you can find a lot of information on the internet.

Here are a few sites where you may find more insights:

- ◉ [nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator)
- ◉ [www.youvisit.com](https://www.youvisit.com)
- ◉ [www.colleges.startclass.com](https://www.colleges.startclass.com)
- ◉ [www.colleges.usnews.rankingsandreviews.com](https://www.colleges.usnews.rankingsandreviews.com)

## REACH, MATCH OR SAFE SCHOOL

Seeking the right school opens the door to many future opportunities!

Analyze schools you might be the best candidate for. Then select those you wish to apply to, considering their requisites and your qualifications. Here are the ways you can categorize them to indicate your likelihood of acceptance: **A Reach, Match, or Safe School**.

- **A Reach School** is a school that perhaps you wish to attend but being accepted is more challenging.
- **A Match School** is where your academic and test qualifications seem to fit their requirements.
- **A Safe School** is where your qualifications exceed what is expected for the entering freshman\* class.

**\*Note:** Just like in high school, college years are described as freshman, sophomore, junior, and senior years.

### LIST 10 POSSIBLE COLLEGES YOU WOULD LIKE TO APPLY TO:

NAME OF INSTITUTION OF HIGHER EDUCATION	LOCATION	REACH, MATCH OR SAFE SCHOOL	POSSIBLE MAJOR**

**\*\*Note:** If you have certain career interests, verify that the school has that major.

## College Prerequisites

**Note:** *Because high school requirements can change, it is important to get updates on what you need from your school counselor. Once you do, keep it in this journal to track your progress.*

According to Merriam-Webster a prerequisite is “something that you officially must have or do before you can have or do something else”. There are a variety of prerequisites needed to gain acceptance at a college or university. With a limited number of available slots for new students each year, an applicant’s qualifications have an impact on their chances of acceptance. To increase your chances of getting accepted, strive to finish high school with a challenging curriculum and partake in extracurricular activities. Applying to more than one university will help increase your chances of acceptance.

### Your college readiness plan includes these requirements:

- High school diploma
- College admissions test scores (SAT and ACT)
- Passing grades in academic courses for math, english, natural science, social science and world languages

## High School Graduation Requirements

**To earn a high school diploma a certain number of credits are needed to graduate.** For example, a school may require 24 credits to graduate. This is broken down into six courses per year of high school multiplied by the number of years in high school (four). Some high schools provide high-achieving students an accelerated path to graduation that may require less credits to graduate, but more advanced courses that show they are ready for college level work. And, some schools have the AICE with international standards of a more specialized nature in a rigorous curriculum. You should know what you need to graduate from high school. The following offers a breakdown of what is needed to receive your diploma.

### FOR A DIPLOMA:

Fill in the number of graduation credit/service hours you need below. If you participate in additional programs described, include other requirements you may need. Add notes to yourself for what you have to do.

- Number of credits needed to graduate with a standard diploma: \_\_\_\_\_
- Number of service hours needed: \_\_\_\_\_
- Other programs such as ACCEL program, AICE program (Advanced International Certificate of Education Program) or International Baccalaureate (IB) diploma:

\_\_\_\_\_

\_\_\_\_\_

- Will virtual school options comply with requirements in course work? Is early graduation possible? How?

\_\_\_\_\_

\_\_\_\_\_



*High School Graduation Requirements  
continued*



## GETTING THE GRADES

Grades have an impact on your **Grade Point Average (GPA)** and on the coursework you are able to select every year in school. The term weighted GPA includes additional quality points given for:

- Honors
- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced International Certificate of Education (AICE)
- Dual Enrollment (DE) courses

In many states, the high school GPA includes the student's middle school grades for applicable high school courses. Your GPA is used to determine your class rank amongst all the students in your grade at your school. The better your placement, the lower number you are, the higher you are ranked.

### BELOW IS THE GRADING SCALE AND CREDIT VALUES WHEN CALCULATING YOUR GRADE POINT AVERAGE:

GRADE	PERCENTAGE VALUE	UNWEIGHTED GPA PER CREDIT	HONORS POINT PER CREDIT	AP, AICE, IB, DE PER CREDIT
A	90-100	4	5	6
B+	87-89	3	4.5	5.5
B	80-86	3	4.0	5.0
C+	77-79	2	3.5	4.5
C	70-76	2	3.0	4.5
D+	67-69	1	1.0	1.0
D	60-66	1	1.0	1.0
F	0-59	0	0	0
I	Incomplete	0	0	0



**REPORT CARDS:** Most middle and high schools provide three or four report cards per year (trimesters or quarters) for students to see their progress throughout the year. Students are given grades for their academic courses, as well as their records for attendance and tardiness. The report card shows your GPA calculation for the term and may also indicate the honor roll status, class ranking, and conduct/effort marks. If you are new to the school, ask for assistance in reviewing your report card.

**A TRANSCRIPT:** This is the culmination report of all of the grades earned by students through the years. That cumulative record — or transcript — is passed along to a new school if a student must transfer, or to each college or university to which they apply.

### HOW TO CALCULATE YOUR GRADE POINT AVERAGE:

NAME OF CLASS:	GRADES PER QUARTER				OVERALL GPA:																
	Q1	Q2	Q3	Q4																	
					<p>To estimate your GPA, add the grade for each class and divide by the number of classes. Example:</p> <table style="margin-left: 40px;"> <tr><td>Math</td><td>80</td></tr> <tr><td>English</td><td>+ 90</td></tr> <tr><td>Science</td><td>+ 85</td></tr> <tr><td>History</td><td>+ 93</td></tr> <tr><td>P.E.</td><td>+ 95</td></tr> <tr><td>Art</td><td>+ 80</td></tr> <tr><td><hr/></td><td></td></tr> <tr><td>Total</td><td>= 523</td></tr> </table> <p>Take the sum of the 6 classes above (523) and divide by 6, (87.2). Overall GPA: 87%. Remember to add the applicable points for Honors and AP classes.</p>	Math	80	English	+ 90	Science	+ 85	History	+ 93	P.E.	+ 95	Art	+ 80	<hr/>		Total	= 523
Math	80																				
English	+ 90																				
Science	+ 85																				
History	+ 93																				
P.E.	+ 95																				
Art	+ 80																				
<hr/>																					
Total	= 523																				
<b>QUARTERLY GPA</b>					For end of year GPA average all quarters. -->																

# Middle School Academics

Middle School academic courses and extracurricular activities help set the stage for your college and career plans in high school. Grades count... do the best you can in middle school!

Fill in the table below with the classes you are taking, and classes you plan to take to help you best prepare for high school.

## CLASSES TAKEN EVERY YEAR IN MIDDLE SCHOOL

COURSE CATEGORY	GRADE 6	GRADE 7	GRADE 8
English			
Math			
Science			
Social Science			
Other Electives / Requirements			

Questions I need to ask my counselor as I prepare for high school.

# High School Academics

High School academic courses and extracurricular activities are a large part of your College and Career Readiness Continuum. Grades count... do the best you can to increase your future options!

Guidance Counselor: \_\_\_\_\_

College Application Counselor: \_\_\_\_\_

Fill in the table below with the classes you are taking, and classes you plan to take to help you best prepare for graduation/college.

## CLASSES TAKEN EVERY YEAR IN HIGH SCHOOL

COURSE CATEGORY	GRADE 9	GRADE 10	GRADE 11	GRADE 12
English				
Math				
Science				
Social Science				
World Language				
Physical Education				
Other Electives				

# The College Application Process

I plan to take the college admission tests on these dates:

PSAT \_\_\_\_\_

SAT \_\_\_\_\_

SAT \_\_\_\_\_

ACT  
Aspire \_\_\_\_\_

ACT \_\_\_\_\_

ACT \_\_\_\_\_

You have been working hard throughout your time in school. You have participated in activities outside of class, you have done volunteer work for your community, you have selected the school you may want to attend, and you feel you are ready to apply to college. The college application process includes taking entrance exams and presenting all your accomplishments.

Use this IDEAS planner to gather all of the information from all your activities, grades, and test scores in one place. If you have an online program for your grades, you can look them up. Some programs at school help organize and facilitate the application process. There are colleges and universities that have their own online application process. Be sure to check for everything you need.

## COLLEGE ENTRANCE EXAMINATIONS

There are different types of tests used throughout the world for post-secondary education institutions of higher learning. In the U.S., the two most common are the SAT (Scholastic Assessment Test) and the ACT (American College Testing). Prior to taking either, you may take the PSAT and the ACT Aspire. These are tests designed to give you an authentic practice attempt at the test. It will reveal academic strengths and areas where you may need additional practice.

Scores from these tests (SAT and ACT) are used to determine admission to colleges and universities and are considered alongside your grades and your participation in extracurricular activities by the admissions departments. The test scores are also considered for academic scholarship eligibility.

For college entrance tests like the PSAT, ACT Aspire, SAT, and ACT, you must register in advance to be able to take them.

For the SAT, register at: [www.collegeboard.com](http://www.collegeboard.com).

For the ACT, register at: [www.act.org](http://www.act.org).

Here are some tips when registering for the SAT:

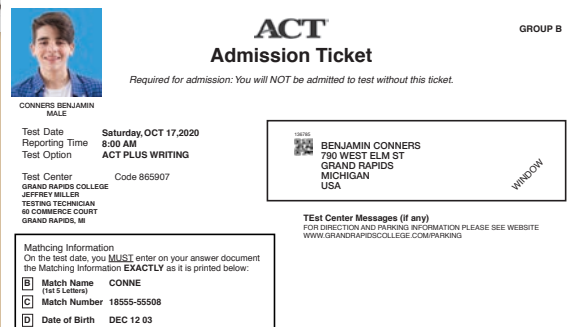
- Set aside about an hour to register for the test
- Provide your personal information
- Opt to complete a student profile (the longest part)
- Select the most appropriate test center and available test date
- Upload a clear photo of yourself. The College Board wants to make sure it is you who is actually taking this test.
- Print your admission ticket! (see next page for tips)

If you have questions, be sure to contact your school counselor. You may apply for a fee waiver if you qualify. Every school and district may support the registration for students in different ways. Take your time to register and get the information you need entered correctly.

**You will need to print out your admission ticket to take with you.**

It must have your picture on it. If you lose it, you can reprint it by logging back onto the website. Print your admission ticket at least one day before your test date.

Register at the College Board  
 SAT: [www.sat.org](http://www.sat.org)  
 ACT: [www.act.org](http://www.act.org)



**Be sure to check what you can and cannot bring on test day!**

## EXAM PREPARATIONS

In addition to doing well in school, you can prepare to take the SAT and ACT exams. To prepare, you can check with your school counselor for resources available through the school, then:

- Register and take the PSAT and ACT Aspire to get comfortable with the format and timing.
- Use ACT and SAT test practice books with tests and instruction, available from bookstores or online.
- Enroll in online practice test programs.
- Free or fee-based online options are available. Search on the internet for "online practice for college tests."
- Students can enroll and attend tutoring courses to prepare for all of these tests. Check if available through your high school.
- Check out fee-based private tutoring centers.



## OTHER TESTS FOR COLLEGE

Additional tests may be required for the application process.

**Subject Area Test:** Some universities require certain subject area tests, especially for math and science majors. This is available on the College Board website.

**TOEFL Examination** (Test of English as a Foreign Language). International students can confirm with their school counselor if the TOEFL is accepted by the college they wish to attend.

## TYPES OF COLLEGE APPLICATIONS

Through the years, the process of applying for college has become easier due to the evolution of the online application. There are also new options to increase the ability to apply to multiple colleges. Ask your school counselor about the application process and how you can use your online portal (if available), or the forms needed to complete the application requirements such as transcript requests and teacher recommendation letters!

The Common Application is one example of how students can apply to multiple colleges online. The process for submitting the Common App. can be found at: [www.commonapp.org](http://www.commonapp.org).

Another online application is available for colleges who participate in the Coalition for Access, Affordability, and Success. This is in reference to the Coalition Application. It is designed to simplify the process and help high school students prepare for college earlier. It contains a student locker that begins as early as ninth grade. Begin yours at: [mycoalition.org](http://mycoalition.org). Check out further details at: [www.coalitionforcollegeaccess.org](http://www.coalitionforcollegeaccess.org).

Some schools will indicate other ways to apply. Check the college websites for application instructions. Most schools have a fee to apply for admission. Check to see if you qualify for a fee waiver. Many schools offer free applications or mail invitations with a code to remove the fee. Explore the possibilities when applying!







## INTRODUCE YOURSELF!

College admissions directors want to know more about you — the whole person — who is applying to be part of their student body.

Demonstrating your extracurricular participation and all your leadership roles in clubs, athletic teams, and community service activities is important and should be reflected in what you present in your college application. In your student resume, be sure to describe insights and perspectives gained from all of your high school experiences and accomplishments.

**TIP:** Registering for free information on a college/university website is a way to demonstrate interest in their school.

## THE COLLEGE ESSAYS

Be sure to ask a member from your support team to proofread your essay!

Colleges and universities may have prompts in their online applications that require an answer in the form of an essay. These are beneficial to you as your responses can help you stand out in a competitive field of applicants. You can prepare your essays in advance, modify them for each school you apply to, and copy and paste your answers from a word processing program like Microsoft Word. Take your time to craft complete answers before inserting them into the application.

There are different types of essay prompts. Some will ask you to share more about you, your life experiences, your interests, and your goals. Some will inquire as to why you are interested in their college. Others may want to know how well you are able to respond to their open-ended questions utilizing your experiences and knowledge. No matter which question, reply with factual information, stay focused, and be sure to check your grammar!

## TOP TIPS FOR WRITING COLLEGE ESSAYS

Answer the question directly and factually. Using a personal experience is best.

Have focused and organized writing with points that support the answer.

Develop supporting points with details that exemplify your reasoning to the reader. Remember to use transitions and details to keep reader engaged.

Write a grammatically correct essay with appropriate words that qualify your answer. Modify supplemental essays to connect with the school's mission.

## STUDENT RESUME

A resume is a summary of your education, your professional experience and it gives college admissions officers and potential employers more details about your high school experience.

See the example of a student’s resume below. Read the descriptions for each section and think about what you can list on your resume. Use the template on the following page to fill in with your information. Save your resume as a PDF and send it with your online college and job applications.

Include your complete name, address, phone number to reach you and appropriate email address

**John Smith**  
 123 Student Path Drive - City, ST 12345  
 XXX-XXX-XXXX Home XXX.XXX.XXX Cellular  
 john.smith@gmail.com

Name/address of your school. List any special electives that support a major you’re interested in

**Education**

High School, Address for School - 2012-2016  
 Additional electives relevant to major: Physics, Computer Applications, College Algebra and Trigonometry  
 SAT Score: English/Math/and Writing: ##### ACT Score: ##

List your SAT and/or your ACT scores

List any work or special experiences that should be recognized

**Experience**

\* Adventures Camp - Student Mentor and Belay Team Member 2012 - 2015  
 \* High School First Robotics Vex team 2011 - 2012

List notable volunteer experiences and any leadership posts

**Volunteer Experience**

\*Habitat for Humanity 2014 - Present  
 \* Urban Mission- Serving Homeless 2013 - 2014  
 \* Cure for Cancer- Student Community Outreach Promoter 2013  
 \* Summer Camp Counselor 2013

List club memberships and/or leadership positions


**Interests**


\*Robotics Club  
 \* Squires Club Member  
 \* Key Club  
 \* Society of Materials Engineers Student Member  
 \* Music: Drums/Band  
 \* Sailing  
 \* Rock Climbing

**Specialized Skills**

\*Proficient in Microsoft Word, Excel, and Powerpoint

Identify any skills that a potential employer should know (examples: computer applications or foreign language fluency)

 **Extension Activity 1: To Post or Not to Post.** In addition to what you share on your resume, be aware of your social media presence. Your profile and posts may be checked before making a decision to accept or hire you. Research and create a presentation informing your audience about social media presence and or posts/reposts and how this relates to college and careers.

 **Extension Activity 2: Interview Tips!** Research and present important tips for a successful interview. Include how to dress, what to bring, and how to prepare for the interview itself (what to say/ask).



**Name** \_\_\_\_\_  
**Street** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Education**

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**Experience**

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**Volunteer Experience**

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**Interests**

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**Specialized Skills**

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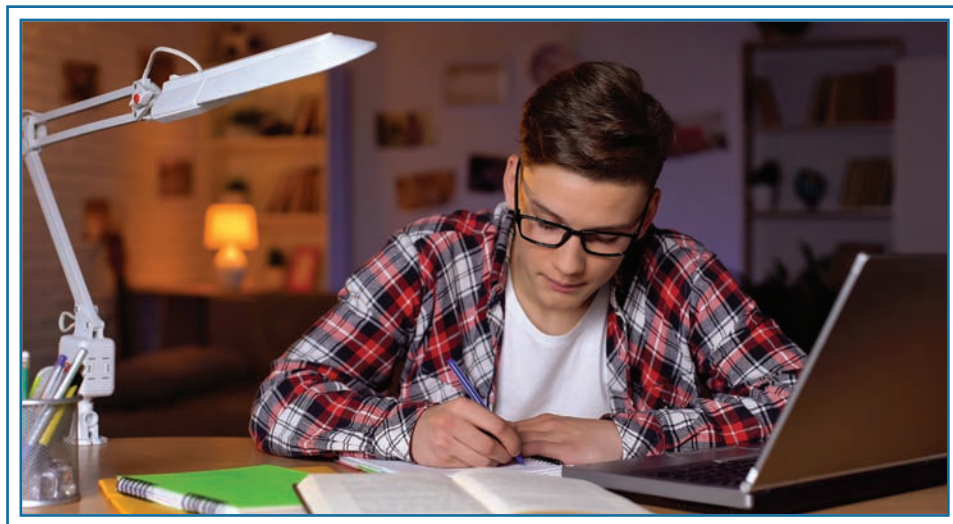
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## COLLEGE APPLICATION DEADLINES

**BE AWARE!** Deadlines and application opening dates are a very important aspect in the process of getting into colleges. There will be many schools that have similar due dates. Understand the difference between applying, early application and early decision. Some ways to apply to college — such as early decision — have financial implications if you are accepted. **You should try to have everything almost ready by the end of your junior year to the fall of your senior year.** Then the actual application process begins. Plan on applying to several colleges from your list.



## RECOMMENDATION LETTERS

Most schools require at least one of your teachers or counselor to write a letter of recommendation to be included with your college application. The person you choose should be able to produce a qualitative reference if you give them your student resume. Let them know what you think you would like to study in college or what sort of career you would like to pursue. This will help them articulate the qualities about you that match your goals.

## ACTION CHECK-UP

Check on your continuum (page 8) regularly and add notes (pages 62-64) and use your electronic calendar to post reminders for this year, next year and throughout high school.

# Actions

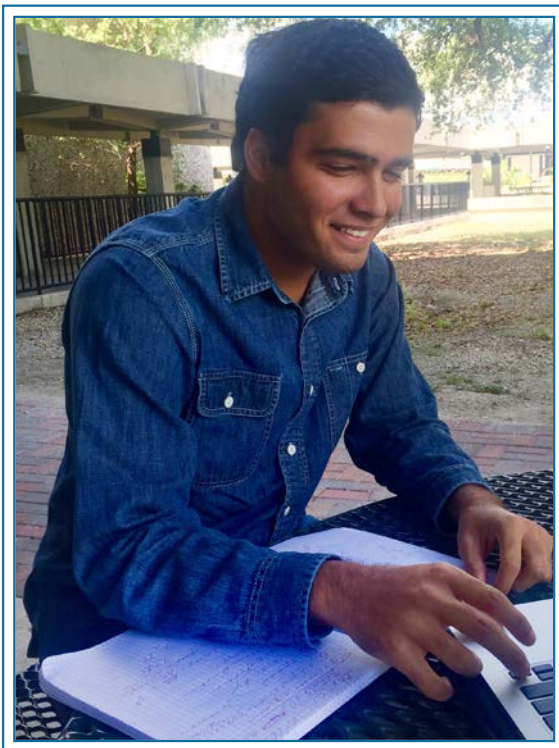
In this journal, you have read about actions you can begin to take as early as middle school for your future success. Taking action will help determine your choices ahead. It's important to value your life experiences during your secondary school years and your personal academic record so that you can plan for the future. Record notes, grades, and activities for each year on the following pages. This will help to visualize your action plan!

**The actions you take in school towards your academic success will have an impact on your future options!**

## Keep Records for **FINANCIAL OPTIONS** Future Use

On the following four pages, you can keep a record of your GPA, college exam scores and all that you participated in throughout high school. There are bulleted points that help keep you on track for graduation and beyond. This is a great reference when filling out your college applications.

Together with your own ideas and research, your school counselor will provide you with information on scholarships, financial aid and the college application process. Financial planning should also be a part of your goals. It takes time to build up the qualifications for scholarships and to complete the forms necessary for financial support. **Planning ahead, investing your time, and using advice from your personal support team will help you achieve your goals.**



**Extension Activity:** Your academic and extracurricular activities can affect college financing. Explore, research, and know more about how to pay for college. Present information to the class on what you've learned. Keep track of this info with the school lists you are preparing:

- Explore ways to pay for college
  - Grants
  - Aid (merit- or need-based)
  - Scholarships
  - Work Study
- Understand the need to complete the FAFSA: <https://fafsa.gov>
- Research how to prepare for the ACT and SAT
- Know the impact your efforts in school has (including extracurricular activities and college exams) on your chances for scholarship opportunities.
- Explore internship possibilities in high school and at future schools.

## Freshman Year - Grade 9

Counselor Name: \_\_\_\_\_

Grade Point Average      Quarter 1: \_\_\_\_\_

**Evaluate grades and effort. Note to self on how to improve.**      Quarter 2: \_\_\_\_\_

Quarter 3: \_\_\_\_\_

Quarter 4: \_\_\_\_\_

PSAT Score: \_\_\_\_\_      ACT Aspire Score: \_\_\_\_\_

Clubs/Teams: \_\_\_\_\_

(Create a club, see pages 10 - 12): \_\_\_\_\_

Leadership Activities/Roles: \_\_\_\_\_

Possible Electives for Next Year: \_\_\_\_\_

Internship Opportunities: \_\_\_\_\_

- Research possible community service activities (record on page 16)
- Begin list of colleges I'm interested in (record on page 28) — explore/visit
- Check for PSAT and ACT Aspire preparation options
- Explore Dual Enrollment and AP courses available and their prerequisites

## Sophomore Year - Grade 10

Counselor Name: \_\_\_\_\_

Grade Point Average      Quarter 1: \_\_\_\_\_

**Evaluate grades and effort. Note to self on how to improve.**      Quarter 2: \_\_\_\_\_

Quarter 3: \_\_\_\_\_

Quarter 4: \_\_\_\_\_

PSAT Score: \_\_\_\_\_      ACT Aspire Score: \_\_\_\_\_

Clubs/Teams: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leadership Activities/Roles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible Electives for Next Year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Opportunities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Research possible community service activities (record on page 16)
- Begin list of colleges I'm interested in (record on page 28)
- Check for SAT and ACT preparation options — research prep options
- Explore dual enrollment and AP courses

Other items to consider this year:

- Explore future careers, seek Dual Enrollment opportunities — explore/visit
- Look at colleges, technical programs and universities
- Research possible scholarships to begin preparation

## Junior Year - Grade 11

Counselor Name: \_\_\_\_\_

Grade Point Average      Quarter 1: \_\_\_\_\_

**Evaluate grades and effort. Note to self on how to improve.**      Quarter 2: \_\_\_\_\_

Quarter 3: \_\_\_\_\_

Quarter 4: \_\_\_\_\_

SAT Score: \_\_\_\_\_      ACT Score: \_\_\_\_\_

SAT Score: \_\_\_\_\_      ACT Score: \_\_\_\_\_

Clubs/Teams: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leadership Activities/Roles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible Electives for Next Year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Opportunities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

◦ Research/create community service activities (record on page 16), reflect

◦ Add/subtract to list of colleges I'm interested in (record on page 28)

◦ Check for SAT and ACT preparation options

◦ Explore Dual Enrollment and AP courses

Other items to consider:

◦ Research career options

◦ Explore future schools: Visit colleges in the summer before senior year — look at options after high school for colleges, technical programs and universities

◦ Check into and expand search for possible scholarships outside of the online college application and tracking process

◦ Start drafting college application essays due senior year

## Senior Year - Grade 12

Counselor Name: \_\_\_\_\_

Grade Point Average      Quarter 1: \_\_\_\_\_

**Evaluate grades and effort. Note to self on how to improve.**      Quarter 2: \_\_\_\_\_

Quarter 3: \_\_\_\_\_

Quarter 4: \_\_\_\_\_

SAT Score: \_\_\_\_\_      ACT Score: \_\_\_\_\_

Clubs/Teams: \_\_\_\_\_

\_\_\_\_\_

Leadership Activities/Roles: \_\_\_\_\_

\_\_\_\_\_

Internship Opportunities: \_\_\_\_\_

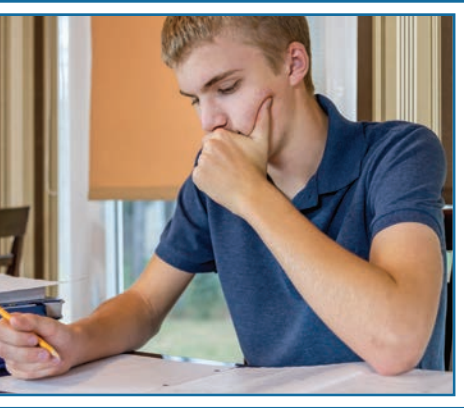
\_\_\_\_\_

- Request letters of recommendation
- Community service activities (record on log, page 16), reflect
- In the fall: finalize list of colleges and begin application process (record on page 28)

Other items to do:

- Research career options and match with college options
- Explore future schools: Visit colleges in the summer before senior year - Look at options for colleges, technical programs, and universities
- Apply for scholarships (explore/enroll in state scholarship programs)
- Check available scholarships at preferred colleges. Also see websites like:
  - **Fastweb.com**                      - **Cappex.com**
  - **ScholarshipPoints.com**      - **Scholarships.com**
- Apply for the FREE Application for Federal Student Aid (FAFSA) at: [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). Opens in October of your senior year
- Apply for college
- Compare financial options for college
- **Select your school and enroll in orientation!**





## REFLECTION: LIFE CONTROLS

The objective of this activity is to document and visualize the limits and controls you have in your life and how you can make the difference for your future. Think about the different aspects in your life: your home, family, school, friends and anything else that affects you. There are parts to your life that you have control over — from your thoughts to your actions — and other parts that you don't. Outside the circle, compose a list of things that are BEYOND your control. Within the circle, list what you CAN control. This knowledge helps you focus on what you can work on when advancing towards your future goals.

**What I CANNOT control:**

**What I CAN control:**

### REFLECTION STATEMENT:

While I cannot control: \_\_\_\_\_

I can control: \_\_\_\_\_

Understanding this helps me: \_\_\_\_\_

Self control and self determination will matter in a future career because: \_\_\_\_\_

# Strategies

**What strategies can I use to reach my goals?** Sometimes we need extra support to help us understand the courses we are taking in school. There are study skills and strategies that can help you get where you want to go.



## READY, SET, GO!

The following pages help you:

- Identify your study habits
- Describe challenges you may have
- Suggest strategies for improving your study skills

**Explain ways you can improve your study habits:**

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**Explain what you need to change to improve your study habits:**

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# Study Skills and Strategies

Read pages 50 - 53 then complete these six sections that correspond with each category.

## 1. STUDY TIME

(SEE PAGE 50) Name two challenges you are currently facing and ways you can improve your study habits.

CHALLENGES:	STRATEGIES TO HELP:
1.	1.
2.	2.

## 2. MANAGING INFORMATION

(SEE PAGE 50 - 51) Name and describe at least five ways to "chunk information" (break it down to make it easier to learn).

STRATEGY FOR CHUNKING INFORMATION	DESCRIPTION OF STRATEGY:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

### 3. CLARIFYING QUESTIONS

(SEE PAGE 51) Name two ways to better understand what you are having trouble learning.

1.

2.

### 4. STUDY TACTICS

(SEE PAGE 51 - 52) Recommend a study technique that you'd like to implement and how you could use this while studying.

### 5. STUDY PLACE

(SEE PAGE 52) Describe the best place you have to study.

### 6. STUDY FOCUS

(SEE PAGE 52 - 53) Describe which Study Focus challenges you the most and what you can do to improve your concentration.

## STUDY SKILLS AND STRATEGIES

BEST HABITS:	CHALLENGES:	STRATEGY FOR SUCCESS:
<p><b>STUDY TIME</b></p>	<ul style="list-style-type: none"> <li>◉ I always end up cramming for tests.</li>   <li>◉ I have a lot of other things to do after school besides study.</li>   <li>◉ Studying causes me stress.</li> </ul>	<p>Don't wait until the last day to study! You can pace your study sessions by spreading out the information you need to learn over time. As soon as you know your dates, plan on spending time everyday (make it a habit) and divide the information up accordingly. Review, review, re-view every time you study. If you are consistent, the information will begin to stick!</p> <p>If other commitments are an issue, try to carve out new times in the day. Dedicate the time needed to learn either early in the morning, later in the evening, or on the weekend. Time is valuable and it is important to know where your time goes. Use an agenda, schedule reminders, make appointment dates for yourself or make to-do lists. Being able to check off your list will feel good and help you meet your goals.</p> <p>Being stressed about studying can come from insecurity and nervousness about what you feel you don't know, or the sense that you haven't done enough. First take care of yourself with enough sleep. Exercise can also help relieve stress. Using time management to plan when and what to study can help you feel more in control. Setting study goals will also help.</p>
<p><b>MANAGING INFORMATION</b></p>	<ul style="list-style-type: none"> <li>◉ It feels like there is too much information to learn.</li> </ul>	<p>Chunk the information you need to learn so you can spend less time more often to learn the required material. Chunking means organizing information into smaller "bites" of information. How to "chunk" information to study:</p> <ul style="list-style-type: none"> <li>◉ Separate information in a chapter by subheadings or topics with a focus on what the teacher emphasized in class.</li> </ul>

## STUDY SKILLS AND STRATEGIES

BEST HABITS:	CHALLENGES:	STRATEGY FOR SUCCESS:
<p><b>MANAGING INFORMATION</b> (continued)</p>	<ul style="list-style-type: none"> <li>◦ It feels like there's too much information to learn (continued).</li> </ul>	<ul style="list-style-type: none"> <li>◦ Define unfamiliar words</li> <li>◦ Combine your notes with assigned texts</li> <li>◦ Select a certain amount of information you can focus on for each study session (like 10 vocabulary words a day or a chapter a day)</li> <li>◦ Pace yourself</li> <li>◦ Create your own self test</li> <li>◦ Read your notes aloud</li> <li>◦ Rewrite your notes</li> </ul>
<p><b>CLARIFYING QUESTIONS AND DOUBTS</b></p>	<ul style="list-style-type: none"> <li>◦ I don't understand what I'm trying to learn.</li> </ul>	<p>It's also important to stop and research more or seek help from someone when you don't understand what you are trying to learn. Bring questions back to your teacher for clarification.</p> <ul style="list-style-type: none"> <li>◦ Summarize the information in your own words.</li> <li>◦ Always look up words you don't understand.</li> <li>◦ Look for other resources to explain the topic.</li> </ul>
<p><b>STUDY TACTICS</b></p>	<ul style="list-style-type: none"> <li>◦ The text is complicated.</li> <li>◦ My notes are hard to read.</li> </ul>	<p>Sometimes chunking and pacing, as described at left, helps when the text is complicated. Another strategy to use when the text is complicated is researching the topic in the library or online to build background. Always ask your teacher for help or for clarification.</p> <p>Neatness with your work is important in all subjects. Make it a habit to rewrite your notes the same day you took them so the information is fresh in your mind. Your own note-taking shortcuts and abbreviations also help write more information faster.</p>

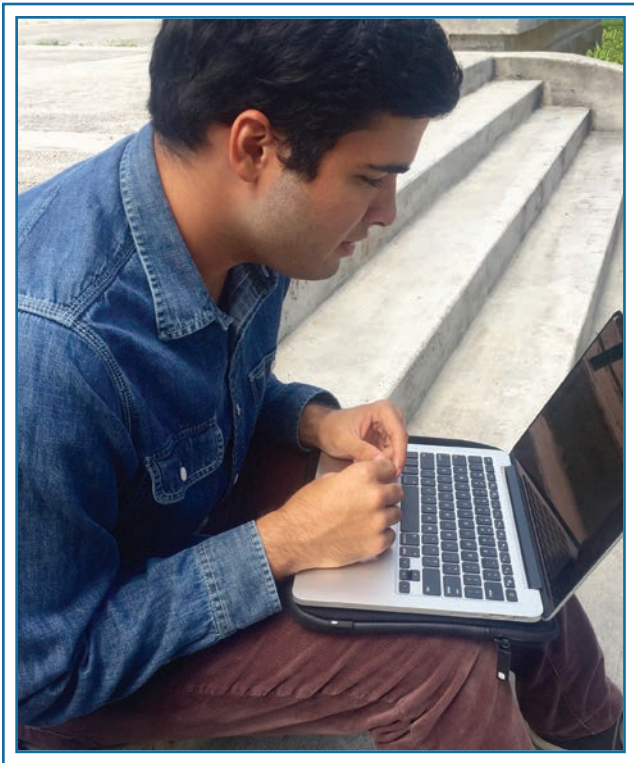


## STUDY SKILLS AND STRATEGIES

BEST HABITS:	CHALLENGES:	STRATEGY FOR SUCCESS:
<p><b>STUDY TACTICS</b> (continued)</p>	<ul style="list-style-type: none"> <li>◦ My notes are hard to read (continued).</li> <li>◦ I don't have enough notes.</li> </ul>	<p>It is important to write it out as soon as possible for the clearest understanding of the material.</p> <p>If you don't feel you have enough notes on the topic, review the classwork to verify the material being covered and research the topic in your text. Summarizing the chapters covered on your own may help fill in the gaps. Study with a friend or compare notes to see what you may have missed. Be careful to pay close attention in class. Some teachers emphasize key information by writing it for display, others by saying it more than once. Ask your teacher how they intend to let you know what's most important to focus your attention on.</p>
<p><b>STUDY PLACE</b></p>	<ul style="list-style-type: none"> <li>◦ It's too noisy in my study space.</li> </ul>	<p>It is important to have a conducive study area. Hearing noise from television, music, and even other people talking is not manageable to studying. Think about what you have to do and look at studying as if it were your job (it is your job!). What is the best place to study? The best possible place to study for you can be in your house at a certain table or desk, or at the library. Find one or two places that you feel comfortable with the least amount of interruptions. Finding out where studying works best for you and creating the right atmosphere is key for having good study results. You can do it!</p>
<p><b>STUDY FOCUS</b></p>	<ul style="list-style-type: none"> <li>◦ I get distracted easily.</li> </ul>	<p>If you feel yourself getting distracted, take a break and do an internal check on your personal needs such as rest, food, and water. Do an external check on interruptions from electronic devices, television, etc. Set a timer if it helps to have a reminder of the time needed to study. Above all, focus on your goals and develop positive thoughts about reaching them.</p>

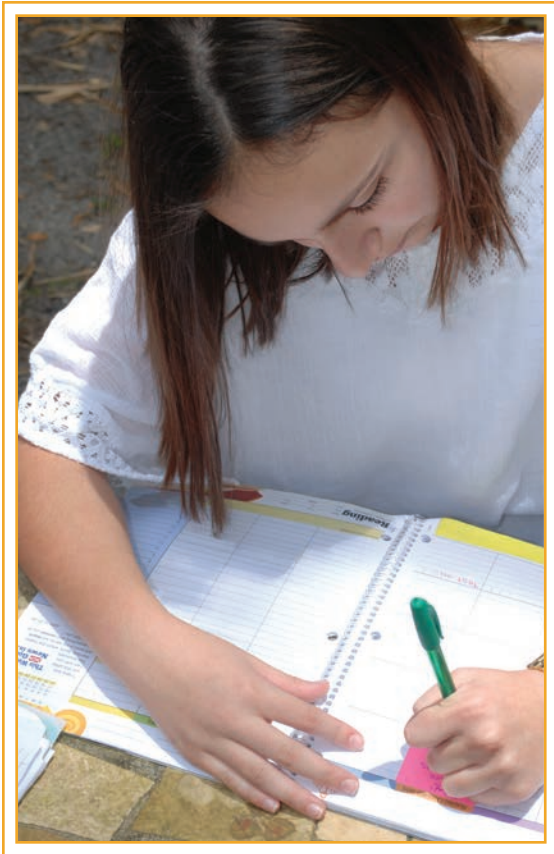
## STUDY SKILLS AND STRATEGIES

BEST HABITS:	CHALLENGES:	STRATEGY FOR SUCCESS:
<p><b>STUDY FOCUS</b> <b>(continued)</b></p>	<ul style="list-style-type: none"> <li>◉ Sometimes my neck is sore.</li>   <li>◉ I am tired of looking at the screen.</li> </ul>	<p>Sometimes posture has a lot to do with focus. Make sure you have a cleared workspace and you're sitting in a comfortable position. Don't forget to stand up, stretch, and give yourself a short walking break.</p> <p>It's also important to know that even though many things may be presented on screens or devices, part of your study focus can be improved by writing your notes. Writing what you understand (or are trying to understand) is another way to visualize the concept. Go ahead and make charts or sketches of what you are attempting to learn. Write out math word problems and underline key points.</p> <p>Practicing these suggestions will aid in your success and help you reach your goals!</p>



# Notetaking Skills

Efficient notetaking skills are key to academic success. As a student, you need to recognize what is most important to record during class or when studying. Pay attention to what your teacher emphasizes in class. While there are different ways to organize notes, whether electronically (typing) or on paper (writing), there are some tried and true methods that have been proven to be helpful.



## STRATEGIES

Notetaking is especially difficult in a situation when your teacher is presenting and you are trying to listen while writing or typing. Abbreviations and shorthand like “b/c” for the word “because” helps cut time when notetaking. Organize the information and add questions/notes while engaged in this process. Summarizing notes helps you learn the content. Don’t worry if you don’t write or type everything that was said in class. Focus on the key points that are being emphasized in the lecture or the chapters in your resources. **Go back to your notes after class to rewrite/retype, reword and study!**

On the following page, you will find an example of a way to take notes in an OUTLINE FORMAT. During class, try to comprehend the order of the material being presented, and fill in the format of the outline shown in your notes. Leave at least a line between sections in case you have to add information.

Some systems of taking notes are more effective in one subject versus another. However, use the method that works best for you when it comes to understanding and absorbing the information you need to know.

## OTHER NOTETAKING STYLES

- Mind-Mapping Method
- Cornell Method
- Charting Method
- Sentence Method



**Extension Activity:** Explore and explain other notetaking styles. Give examples of which subjects might best utilize each style.

## OUTLINE FORMAT

This is usually done in a numbered, lettered, and/or a bulleted format (see below). It will help you see sections of subject content and will easily guide you through the topics.

Taking Notes During Class 9/15

A. Be ready for class <- **First Main Topic**  
(Shows teacher you are prepared)

**Subtopic ->** ① Reading before class

- Exposes you to the topic

**Details ->**

- Helps you to organize info in your mind.
- Take notes from reading to correct with class notes

**Subtopic ->** ② Bringing Teacher-made notes

**Details ->**

- Print powerpoint or guide notes
- Review before class

B. Being attentive in class <- **Second Main Topic**

**Subtopic ->** ① Observe and listen

- Watch and hear Key words
- Liked "very Important"

**Details ->**

- And "These Key points"
- Emphasis on certain topics <- **Subtopic**
- Topic examples

② Write and write! <- **Subtopic**

- Document what are examples, main points, etc.

**Details ->**

- Leave enough room on page
- Use abbreviations

③ Active Participation

**Detail ->** - Ask questions

C. Review and Rewrite Notes <- **Third Main Topic**



## ELECTRONIC NOTETAKING


Some digital notebook programs do allow users to add more information to the topics, subtopics, and details. If you are going to use an electronic means for taking notes, check out the programs available.




### NOTETAKING PRACTICE:

- Rewrite and summarize notes (paraphrase) from class and other sources
- Organize the information logically using the outline format or another organized way for one of your subjects

For more recommendations, review the study strategies on pages 50 - 53.

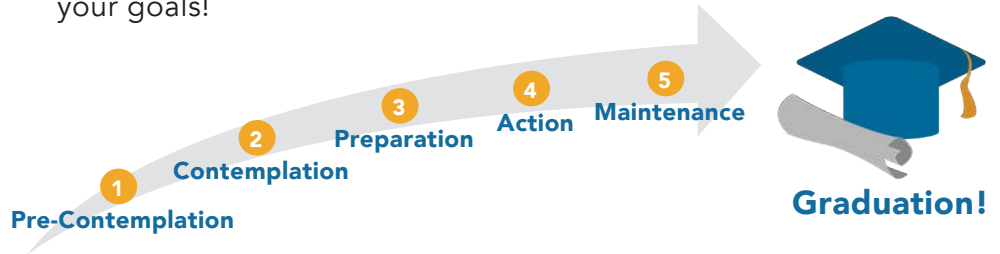
 **Extension Activity 1:** Explore online apps that can help you organize your notes.

 **Extension Activity 2:** Think about a time you experienced a hard time understanding or learning in one of your classes. How did you solve your problem? Explain how to apply any of the study techniques explored in the strategies section of this book if you were faced with that problem again.

**REFLECTION:  
REVISIT THE  
CONTINUUM**

Revisit the stages of the College and Career Readiness Continuum on page 8. Check where you were on the continuum statements.

You can see how far you have come in your plans. Doing what you can to get prepared with a clearer plan of action will help you reach your goals!



Do you feel you have enough tools, ideas, experiences and plans for your academic future? Describe what you have learned most about the academic process and about yourself.

You have been introduced to many academic processes and expectations. How will the experiences of this course help you in your future? How do you think this will help you tackle new challenges in college or in a future career?



# Glossary of Concepts

(English/Spanish/Haitian Creole) These glossary concepts further define aspects of College and Career Readiness planning.

**Career Paths - The Possibilities (Pg 18):** Different career paths require different types of education plans after high school. There are different types of colleges, located in different areas—some closer and some further from where you live. There are Technical Schools, Community Colleges, Colleges, and Universities.

**Trayectorias Profesionales - Las Posibilidades (18):** Las diferentes trayectorias profesionales requieren diferentes tipos de planes educativos posteriores a la escuela secundaria. Existen diferentes tipos de escuelas de formación profesional, ubicadas en diferentes zonas, algunas más cercanas y otras más alejadas de nuestra área. Hay escuelas técnicas, colegios comunitarios (colegios terciarios), y universidades.

**Chemen Karyè yo - Posibilite yo (18):** Diferan chemen karyè yo mande diferan tip de plan edikasyon yo apre fen detid segondè. Genyen diferan tip de kolèj, nan zòn ki diferan- genyen ki pi prè e genyen ki pi lwen kote w ap viv la. Genyen lekòl teknik, kolèj kominotè, kolèj, ak inivèsite.

**College Application Process (Pg 34):** There is a process involved to apply, take a test for, and summarize all of your accomplishments to present the best possible application. There is an Entrance Exam, Essays to write for the Colleges, a fee to apply, and its best to summarize your qualifications in a resume. There are also deadlines to comply with in the process.

**El Proceso de Aplicar al Colegio o Universidad (34):** Hay un proceso involucrado para aplicar, tomar un examen y resumir todos tus logros para presentar la mejor aplicación posible. Hay un Examen de ingreso, Ensayos universitarios, un cargo para aplicar, y es mejor resumir tus logros en un currículum. También hay fechas de entrega con las cuales hay que cumplir durante el proceso.

**Pwosèsis Aplikasyon Kolèj (34):** Genyen yon pwosèsis anplas pou aplike, pran yon egzamen, epi fè yon rezime tout akonplisman ou yo pou prezante pi bon aplikasyon an. Genyen yon egzamen pou antre, redaksyon pou ekri pou kolèj la, yon lajan pou peye, epi li ta pi bon pou detaye kalifikasyon ou yo nan yon rezime. Genyen tou dat limit pou konplete pwosèsis lan.

**College Readiness Plan (Pg 29):** There are a variety of prerequisites needed to gain acceptance at a college or university. In addition, there are only so many spots available for new students each year and the qualifications of those applying will have an impact on each applicant. To increase your chances of getting accepted, strive to finish high school with a challenging curriculum, the best grades you can make in your classes, and apply to more than one university to increase your chances of getting accepted.

**Plan de Preparación de Colegio o Universidad (29):** Hay una gran variedad de requisitos necesarios para obtener la aceptación en un colegio o universidad. Además, hay una cantidad específica de espacios disponibles para los nuevos estudiantes cada año y las calificaciones de quienes soliciten tendrán un impacto en cada solicitante. Para aumentar tus posibilidades de ser aceptado, esfuérate para terminar la escuela secundaria con un currículum competitivo, las mejores calificaciones que pueda obtener en tus asignaturas, y si aplicas en más de una universidad aumentarás tus posibilidades de ser aceptado(a).

**Plan Preparasyon Pou Kolèj (29):** Genyen yon varyètè kondisyon ki obligatwa pou yo ka aksepte w nan yon kolèj oubyen yon inivèsite. Anplis de sa, genyen anpil plas ki disponib pou nouvo etidyan chak ane e kalifikasyon moun ki aplike yo gen enpak sou chak aplikan. Pou amelyore chans ou pou yo aksepte w, eseye pou fini lekòl segondè avèk yon kourikoulòm avanse, gen nòt ki ekse-lan nan klas ou yo, epi aplike nan plis pase yon sèl inivèsite pou amelyore chans pou yo aksepte w.

**Community Service (Pg15):** Community Service as a student volunteer, helps the common good. How much you participate in service activities is important and usually serves as a great personal growth experience. Being a well-rounded student is important to the admissions counselors because they want to admit individuals in their colleges and universities who are determined not only to doing well academically, but also who want to give back to their community. Depending on the type of career you want, you may ask your support contacts in school for ideas of where to volunteer.

**Trabajo Comunitario (15):** El Trabajo Comunitario como voluntario estudiantil ayuda al bien común. La cantidad de tiempo que inviertes en tu participación en actividades comunitarias es importante y por lo general sirve como una gran experiencia de crecimiento personal. Ser un estudiante integral es importante para los consejeros de admisión porque quieren admitir a individuos en sus colegios y universidades que se empeñan no sólo en hacer bien académicamente, pero también quieren devolver a su comunidad. Según el tipo de carrera que elija, puede preguntar a tus contactos de apoyo de la escuela sobre las opciones disponibles e ideas de actividades en las cuales pueda servir como voluntario.

**Sèvis Kominotè (15):** Sèvis kominotè etidyan benevolan benefisye tout moun. Patisipasyon w nan sèvis sa yo enpòtan epi li bay ou yon kokennchen eksperyans ki ka ede devlopman pèsonèl ou. Lè w se yon etidyan byen balanse, sa ede konseye admisyon nan kolèj ak inivèsite yo paske yo vle aksepte etidyan ki devwe pa selman pou fè byen akadèmikman men tou ki vle bay kontribisyon nan kominote a. Ou kapab mande kontak sipò lekòl yo sou opsyon sèvis benevolan ki ekziste depann de tip de karyè ou vle.

**Middle and High School Clubs (Pgs 10-12):** Being a member of a school club gives you opportunities to learn about areas of interest, and also to expand service initiatives. There are academic clubs and athletic clubs, game clubs, and common interest clubs. Middle and High School campuses have academic and student government clubs and associations, and athletic team or game-based activities. Some of the clubs specialize in Community Service.

**Clubes de Escuelas Intermedias y Secundarias (10-12):** Ser un miembro de un club escolar le ofrece oportunidades para aprender sobre tus áreas de interés y también expandir tus iniciativas comunitarias. Hay clubes académicos y de atletismo, clubes de juegos y clubes de intereses comunes. Los recintos de las escuelas intermedias y secundarias tienen clubes y asociaciones de gobierno estudiantil y académicos, y equipos de atletismo o actividades basadas en juegos. Algunos de estos clubes se especializan en trabajo comunitario.

**Klib yo nan Lekòl Segondè (10-12):** Manm nan yon klib lekòl segondè ofri opòtinite pou aprann sou domèn ki enterese w, epitou, pou agrandi inisyativ sèvis ki genyen. Gen klib akadèmik ak klib atletik, klib pou jwe, ak klib enterè komen. Gen klib akademik ak klib "Student Government" (sa yo rele klib etidyan an Kreyòl) ak ekip atletik oubyen jwèt ki baze sou aktivite. Kèk nan klib yo espesyalize nan sèvis kominotè.

**Personal Support Team (Pg 22):** In addition to speaking with your parents or guardians, youth leader in parks, churches, and even your boss at work, there are also people in school who would be happy to help. These persons who work in schools will usually also have the most insight about your requirements and options unique to your school. Try reaching out to your favorite teachers, guidance counselors, assistant principal or principal by requesting a meeting or making an appointment with them to discuss how to reach your goals. This will become your academic support team that you choose and who will help guide you in reaching your goals.

**Equipo de Apoyo Personal (22):** Además de hablar con tus padres o tutores, líder juvenil en parques, iglesias e incluso con tu jefe en el trabajo, también hay gente en la escuela que estaría dispuesta a ayudar. Estas personas que trabajan en escuelas usualmente comprenderán mejor tus necesidades y opciones únicas para tu escuela. Intente comunicarte con tus profesores preferidos, consejeros académicos, directores o vicedirectores solicitando una reunión o una entrevista con ellos para analizar cómo alcanzar tus metas. Ellos serán el equipo de apoyo académico que tu elijarás y quienes ayudarán a guiarte en el camino para alcanzar estas metas.

**Ekip Sipò Pèsonèl (22):** Anplis de kominikasyon avèk paran oubyen gadyen ou yo, lidè lajènès nan pak yo, lègliz yo, oubyen bòs travay ou a, genyen moun nan lekòl la tou ki vle ede. Moun sa yo k ap travay nan lekòl yo okouran de ekzijans yo ak opsyon yo ki vrèman inik a lekòl ou a. Kontakte pwofesè yo, konseyè yo, asistan direktè oubyen direktè ou prefere, epi mande yon rankont oubyen pran yon randevou avèk yo pou diskite sou kòman pou ka rive ranpli objèktif ou yo. Yo pral vin ekip sipò pèsonèl ou chwazi a e ki pral gide w epi ede w atenn objèktif ou yo.



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# Action Planning Notes



Action stage to-do list:


Questions I have to discuss with counselor:


# Action Planning Notes



List of clubs I've joined or interested in:

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Career(s) I'm interested in exploring:

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List of ways to prep for the SAT/ACT:

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Scholarships to check out:

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# Action Planning Notes



## COLLEGE APPLICATION STATUS

Type(s) of applications:

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Date(s) applied:

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School Name(s):

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Acceptance - Yes or No:

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Finance Package:

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Costs:

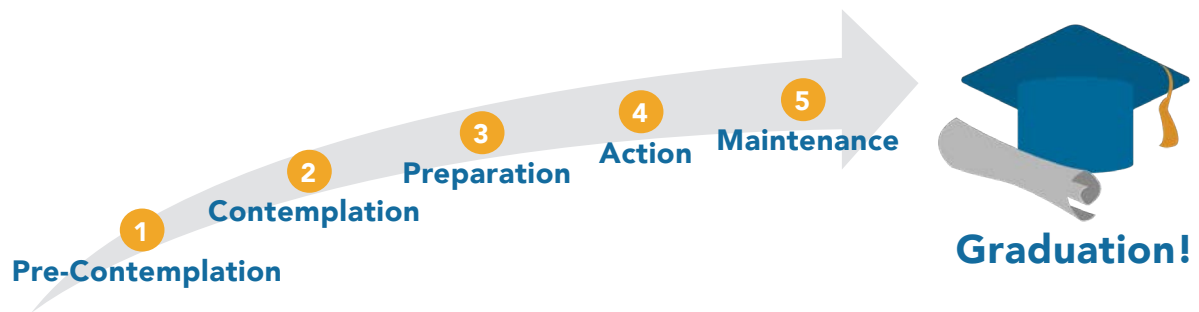
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## COLLEGE AND CAREER READINESS CONTINUUM

The College and Career Readiness Continuum (CCRC) refers to the stages of progression in a student's personal academic plans towards high school graduation and college.



**1 Pre-Contemplation:** The importance of getting prepared for a future career while in school is not yet recognized. The student is focused on the present. They are concerned with making the day-to-day requirements rather than thinking of their life ahead. They may or may not have thought about what they will be doing after graduation.

**2 Contemplation:** The student is aware of the messaging about college and career readiness and has an inkling that they should be thinking more about their future, but is hesitant as to what to do next. They don't take any steps towards a clearer plan of action.

**3 Preparation:** The student has decided that they want to be prepared to get ready for college. They begin to make changes like setting academic goals, thinking about their future, and researching what they can do.

**4 Action:** The student begins to become involved in goal-oriented activities including, but not limited to:

- Seeking resources like advisors and mentors in extracurricular activities
- Participating in school clubs and volunteer work
- Planning electives and course schedules
- Enrolling/preparing for standardized college entrance exams
- Researching colleges and possible grant/scholarship opportunities
- Exploring career options

**5 Maintenance:** The activities during the action stage of the student's college preparedness are nurtured. They should continue their actions to reach their goals.

- Applying to the colleges of their choice
- Making final decision on college or trade

**6 Graduation:** Plans are in place for transition to higher education.

- Registering for orientation at college

THIS STUDENT BOOK BELONGS TO:

FIND **I**NSPIRATION  
BE **D**ETERMINED  
HAVE **E**XPECTATIONS  
TAKE **A**CTION  
ACHIEVE **S**UCCESS™



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ISBN 978-0-9982258-0-7

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