

STUDENT GUIDANCE CHECKLIST

Here are the activities students need to complete each year to ensure that they are well prepared for college, work and beyond.

Each year students should do the following: (A) develop career awareness; (B) develop employment readiness; (C) acquire career information; (D) identify career goals; and (E) acquire knowledge to achieve career goals.

ACTIVITY— 7th and/or 8th Grade



Receive instruction on OKCareerGuide.	
Take the career assessments on OKCareerGuide.	
Start or plan the study of a world language.	
Review Oklahoma graduation requirements and college entrance requirements with counselor.	
Take a learning-style assessment.	
Explore careers and colleges via OKCareerGuide, okcollegestart.org and/or other online career sites.	
Explore career programs at local technology center.	
Attend a high school orientation program.	
Get involved in student organizations, clubs and/or athletics.	
Use all the information gathered to develop an Individual Career Plan (ICP) aligned with Career Clusters.	
Discuss plans with counselor and family.	
If you don't have one, request a Social Security number to apply for jobs and financial aid.	
If eligible, apply for Oklahoma's Promise.	

ACTIVITY— 9th Grade



Create a portfolio on OKCareerGuide.	
Take a career interest inventory on OKCareerGuide.	
Take the SKILLS assessment on OKCareerGuide.	
Participate in career days, career fairs and/or job shadowing opportunities.	
Take a learning-style assessment.	
Explore careers and colleges via OKCareerGuide, www.okcollegestart.org and/or other online career sites.	
Check with counselor to make sure you are on track to graduate.	
Use all the information gathered to develop an ICP aligned with Career Clusters. Also make a list of activities and honors.	
Discuss plans with counselor and family.	
Review Oklahoma Career Clusters/Pathway model.	
If eligible, apply for Oklahoma's Promise enrollment, 8th-10th grade.	
Review high school graduation requirements and college entrance requirements with counselor.	
Explore career programs at local technology center.	
Start or plan the study of a world language.	
Get involved in student organizations, clubs and/or athletics.	

ACTIVITY— 10th Grade



COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:	
Review high school graduation requirements and college entrance requirements with counselor.	
Update portfolio on OKCareerGuide.	
Explore careers and/or colleges via OKCareerGuide, www.okcollegestart.org or other online career sites.	
Take the PSAT/NMSQT (fall).	
Start improving your basic workplace academic skills by using CR101/KeyTrain.	
If eligible, apply for Oklahoma's Promise enrollment, 8th-10th grades. (last opportunity)	
Start researching scholarship/financial aid opportunities, including OKCareerGuide.	
Discuss plans and ICP with counselor and family.	
Check with counselor to make sure you are on track to graduate.	
Update ICP and list of activities and honors.	
Explore career programs at local technology center.	
If appropriate, tour and apply to attend local technology center.	
Get involved in student organizations, clubs and/or athletics.	
Participate in job shadowing and community service/service learning.	

Career and Academic Connections

Follow us:

CAC website - <http://www.okcareertech.org/educators/career-and-academic-connections>

CRC website - <http://www.okworkkeys.org>

OKCareerGuide website - okcareerguide.com

Career Advisor - e-newsletter - tommi.leach@careertech.ok.gov

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