

STUDENT GUIDANCE CHECKLIST

ACTIVITY— 11th Grade



COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:

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| Review high school graduation requirements and college entrance requirements with counselor. | |
| Update portfolio on OKCareerGuide. | |
| Update ICP and list of activities and honors. | |
| Enroll in concurrent/dual credit classes. | |
| Take the PSAT (fall) and ACT/SAT. (spring or summer - after geometry is completed.) | |
| Take ASVAB assessment. | |
| Research scholarship/financial aid opportunities, including OKCareerGuide. | |
| Check with counselor to make sure you are on track to graduate. | |
| Discuss plans and ICP with counselor and family. | |
| Explore earning college credit at a technology center. | |
| Start application process for U.S. service academies, if appropriate. | |
| Explore career programs at local technology center. | |
| Participate in job shadowing and community service/service learning. | |
| Narrow your list of schools based on your previous research to three or four schools. | |
| Find tax tips for you and your parents on the Hope Scholarship Tax Credit and Lifelong Learning Tax Credit at irs.gov . | |

ACTIVITY— 12th Grade



COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:

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| Update portfolio on OKCareerGuide. | |
| Update ICP and list of activities and honors. | |
| Check with counselor to make sure you are on track to graduate. | |
| Earn your Oklahoma Career Readiness Certificate. | |
| If eligible, complete Oklahoma's Promise paperwork, including transcript and send to the Oklahoma State Regents for Higher Education. | |
| Enroll in concurrent/dual credit classes. | |
| Make sure you and your parent(s) have completed income tax forms to complete financial aid applications. | |
| Complete FAFSA application for need-based financial aid (www.fafsa.gov) by deadline. | |
| Submit scholarship/financial aid applications. | |
| Discuss ICP with counselor and family. | |
| Explore career programs at local technology center. | |
| Take the ACT or SAT. | |
| Participate in mock interviews. | |
| Create a resume. | |
| Visit an Oklahoma Workforce Development Center. | |
| Visit college campuses and/or training programs. | |
| Develop a budget for life after high school. | |
| Visit okjobmatch.com . | |
| Submit college and/or training program applications. | |
| Consider military options. | |
| Identify college major. | |
| Participate in job shadowing and community service/service learning. | |
| Ask your counselor to send a final transcript to the school you have chosen. | |

ACTIVITY— 13th Grade



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| Have high school send final transcript/test scores to selected college/training program or technology center. (summer) | |
| Write thank-you letters to organizations for scholarships received. (summer) | |
| Contact college/training program to determine the total costs and due dates for your fees, tuition and room/board. (summer) | |
| Participate in any summer orientation programs for incoming freshmen. (summer) | |
| Plan for transportation and housing. (summer) | |
| While at post secondary institution: | |
| Go to all orientations. | |
| Find a place to study. | |
| Get organized. | |
| Discuss your ICP with your counselor. | |
| Don't skip classes. | |
| Get involved on campus and with campus organizations (both college and technical institutions). | |
| Find the career services office. | |
| Take advantage of study resources and job search tools. | |
| Update resume. | |

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Career and Academic Connections
Contact us at 405.743.5162

Adapted from Guidance Checklist by the School Counseling Department,
Kansas State Department of Education.