

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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STUDENT GUIDANCE CHECKLIST

ACTIVITY— 11th Grade



COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:

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:

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



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.