

Student Guidance Checklist

Here are the activities students need to complete each year to ensure that students 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- 7 th and/or 8 th Grade	✓
Receive instruction on Oklahoma Career Information System. (OKCIS*)	
Take the career assessments on OKCIS.*	
Read 25 books across the curriculum each year.	
Read the Career Connections magazine.**	
Review Oklahoma graduation requirements and college entrance requirements.	
Take a learning-style assessment.	
Complete the ACT EXPLORE assessment.	
Compare the OKCIS* and EXPLORE results.	
Explore careers and colleges via the OKCIS*, okcollegestart.org website, and/or other on-line career sites.	
Explore Career Majors at local CareerTech Centers.	
Attend a high school orientation program.	
Discuss future plans and Plans of Study with counselor and family.	
Use all the information gathered to develop a personal Plan of Study aligned with Career Clusters.	
Get involved in student organizations, clubs, and/or athletics.	
If eligible, apply for Oklahoma’s Promise (OHLAP).	

ACTIVITY- 9 th Grade	✓
Create a portfolio on Oklahoma Career Information System. (OKCIS*)	
Read the Career Connections magazine.**	
Take a career interest inventory on OKCIS*.	
Take the SKILLS assessment on OKCIS.*	
Participate in Career Days, Career Fairs, and/or job shadowing opportunities.	
Take a learning-style assessment.	
Explore careers and colleges via the OKCIS*, www.okcollegestart.org , and/or other on-line career sites.	
Check with counselor/advisor to make sure you are on track to graduate.	
Use all the information gathered to develop a personal Plan of Study aligned with Career Clusters. Also make a list of Activities and Honors.	
Discuss future plans and Plans of Study with counselor and family.	
Review Oklahoma Career Clusters/Pathway model.	
If eligible, apply for Oklahoma’s Promise (OHLAP) enrollment 8 th -10 th grade.	
Review high school graduation requirements and college entrance requirements.	
Explore Career Majors at local CareerTech Centers.	
Get involved in student organizations, clubs, and/or athletics.	

ACTIVITY – 10 th Grade	✓
COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:	
Review high school graduation requirements and college entrance requirements.	
Update portfolio on Oklahoma Career Information System. (OKCIS*)	
Explore careers and/or colleges via the OKCIS*, at www.okcollegestart.org website, or other on-line career sites.	
Take the PSAT/NMSQT and/or PLAN (fall).	
If eligible, apply for Oklahoma’s Promise (OHLAP), enrollment 8 th -10 th grades. (last opportunity)	
Start researching scholarship/financial aid opportunities.	
Discuss future plans & Plans of Study with counselor and family.	
Check with counselor/advisor to make sure you are on track to graduate.	
Update Plans of Study, aligned with Career Clusters, Activities and Honors forms.	
Explore Career Majors at local CareerTech Centers.	
If appropriate, tour and apply to attend local Career Technology Center.	
Get involved in student organizations, clubs, and/or athletics.	
Check out www.okwhatsnext.com website.	

ACTIVITY – 11 th Grade	✓
COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:	
Review high school graduation requirements and college entrance requirements.	
Update portfolio on Oklahoma Career Information System. (OKCIS*)	
Update Plans of Study, aligned with Career Clusters, Activities and Honors forms.	
Enroll in concurrent/dual credit classes.	
Take the PSAT (fall); ACT/SAT. (Spring or summer - after Geometry is completed.)	
Take ASVAB assessment.	
Research scholarship/financial aid opportunities.	
Check out www.okwhatsnext.com website.	
Discuss future plans and Plans of Study with counselor and family.	
Participate in cooperative alliances. (CareerTech students)	
Start application process for U.S. Service Academies, if appropriate.	
Explore options at local Career Technology Center.	

ACTIVITY – 12 th Grade	✓
COMPLETE THE PRECEDING YEAR ALONG WITH THESE STATEMENTS:	
Update portfolio on Oklahoma Career Information System. (OKCIS*)	
Update Plans of Study aligned with Career Clusters.	
Check with counselor/advisor to make sure you are on track to graduate.	
If eligible, complete Oklahoma’s Promise (OHLAP) paperwork, including transcript, to the Oklahoma Department of Higher Education.	
Enroll in concurrent/dual credit classes.	
Complete FAFSA application for need-based financial aid (www.fafsa.gov) by deadline.	
Submit scholarship/financial aid opportunities.	
Discuss future plans with counselor and family.	
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 the Oklahoma Job Link web site.	
Submit college and/or training program applications.	
Consider military options.	
Identify college major.	
Explore options at local Career Technology Center.	

ACTIVITY – 13 th Grade	✓
Have High School send final transcript/test scores to selected college/training program or CareerTech Center. (summer)	
Write thank-you letters to organizations for scholarships received. (summer)	
Contact college/training program to determine the total costs & 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 Plan of Study with your advisor.	
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.	

*Password protected. Contact: CIMC 1-800-654-4502

**Order through CIMC 1-800-654-4502

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