

high school & beyond plan CHECKLIST

Most up-to-date HSBP Checklists can be found at www.fwps.org/HSBP

GRADE



REQUIRED

CHECK BOXES ARE REQUIRED.

- Bulleted items are highly recommended.

MaiaLearning activities/tasks are in color bands.

Each year, middle and high school scholars are **required** to complete components to build their High School and Beyond Plan (HSBP). To the right is a monthly timeline for scholars to follow that will help them stay on track with their activities/tasks.

Scholars will present their HSBP progress in the spring each year at Scholar-Led Conferences (SLC), Advisories or during other culminating activities.

The HSBP tasks are completed within MaiaLearning, an online college/career exploration platform and portfolio. Activities/tasks are also listed on the MaiaLearning Dashboard.

Scholars can access their **MaiaLearning** account by visiting: www.maialearning.com and clicking "Sign in with Google" and login with their Gmail (P12) account (example: #####@p12fwps.org) and password.

EACH SCHOLAR:
A VOICE.
A DREAM.
A BRIGHT FUTURE.

MONTH	ACTIVITIES/TASKS
SEPTEMBER	<ul style="list-style-type: none"> Complete the "Junior Fall Survey" in your Career Activities and Tasks Lists. For personalized emails/text messages regarding career and college field trips, experiences and support, go to "My Account" under the person image icon in the top right, then switch "ON" for the Text/SMS Messaging setting and enter your cell phone number in the profile section. Complete the "Learning & Productivity Assessment" in the Explore section. Complete the "Interest Profiler Assessment" in the Explore Section. Learn about the tasks, education and training necessary for each career. Make a plan for completing community service hours (www.fwps.org/communityservice). Explore your interests and leadership opportunities by participating in sports, school clubs, music or drama groups, or community based organizations or volunteer activities. If you are interested in playing sports in college, research the National Collegiate Athletic Association (NCAA) eligibility requirements at ncaaclearinghouse.net to identify qualifying courses at your school.
OCTOBER	<ul style="list-style-type: none"> Create/update 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal). Take the PSAT for free at school during PSAT/SAT School Day and potentially qualify for the National Merit and other scholarships. The PSAT is also good practice for the SAT. Attend college and career fairs with parents/guardians including the Life After High School District College and Career Fair and others such as the NACAC National College Fair.
NOVEMBER	<ul style="list-style-type: none"> Update your "Career List" by clicking the Heart icon and clicking "Add to Career Plan" in the Career Plan Section and Review career plan summaries. Review graduation requirements at Scholar Led Conferences (SLC) and create a plan to stay on track with your HSBP and grades to maintain a good Grade Point Average (GPA). Set up tours and appointments at post-secondary institutions during non-school days, early release days or during breaks. Call the admissions or information office to set up a personal interview, tour and/or a meeting with a coach or professor. Speak with admissions and financial aid staff or students if school is in session. Send a follow up thank you letter.
DECEMBER	<ul style="list-style-type: none"> Identify 3–6 post-secondary pathway choices such as college (Target School, Likely School and Stretch School), training, certificate and/or employment. View programs related to your career in the "Education Level" area of career summaries in the "Career List" and use the College Plan Section to click on the Heart icon to add colleges you are considering and applying to. If your pathway is not listed in the college section, then complete a journal entry to list the pathway you are pursuing. Find out about entry requirements at the post-secondary pathways that you are interested in pursuing. Scholars will present their HSBP progress in the spring each year at SLCs, Advisories or during other culminating activities. Begin looking at college essay prompts and brainstorm potential answers or determine gaps in experiences that you can fill over the next two years.
JANUARY	<ul style="list-style-type: none"> Review Transcript and create and update your "Academic Planner" in the Academic Plan Section in preparation for course registration. Credit Analysis forms are available in the counseling office, career center or at www.fwps.org/CCR.

POST-SECONDARY COLLEGE, TRAINING, CERTIFICATE & EMPLOYMENT PATHWAYS

2-YEAR TECHNICAL

2-YEAR TRANSFER

4-YEAR

4-YEAR

MILITARY ACADEMY

4-YEAR

MILITARY ROTC

APPRENTICESHIP/TRADE

MILITARY ENLISTED

WORKFORCE

(continued on back)



FEDERAL WAY PUBLIC SCHOOLS

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JANUARY <i>(continued)</i>	<ul style="list-style-type: none"> Search for scholarships in the “Scholarship Search,” Career Center, washboard.org, and/or post-secondary websites. Think about how you will pay for your post-secondary education and discuss options with your family about how to save and budget for your education and life after high school. Start to gather documents for financial aid. Be sure to keep a copy of your tax returns handy. You’ll use these to complete the FAFSA or WASFA, which opens on Oct. 1. Get your FSA I.D. (username and password). Complete the FAFSA4caster.ed.gov to begin financial planning. Review your PSAT/SAT results, and organize your test plan for SAT, ACT, SAT Subject Tests and/or AP, IB and Cambridge exams. Mark the dates on your calendar, so you can see the time left, and make a plan to prepare. View your PSAT/SAT scores at studentscores.collegeboard.org, and send your scores to Khan Academy® for a free, personalized SAT practice plan based on your test results. If you have the College Bound Scholarship, review requirements and repledge your commitment so that you can access your scholarship. More info at readyssetgrad.wa.gov/collegebound.
FEBRUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Create and/or update your “Resume” under the Portfolio Section. Keep track of your academic and extracurricular awards, community services achievements and anything else you participate in. Prepare for senior year course registration by meeting with your counselor, verifying your transcript is accurate, ensuring you are on track for graduation and considering which courses align with your post-secondary plans, and which advanced or stretch course(s) to enroll in. Enroll in Career & Technical Education classes that fit your career interests. This will allow you to learn more about this career pathway through the course content and projects along with business and industry speakers and tours. As a senior you can take Running Start, PSSC, Career Start, and advanced coursework. Attend required meetings and gather information on various program options and what would be the best fit. Find out about Dual Credit opportunities at your school where you can earn credit in high school through certain test scores on AP, IB or Cambridge exams or through completion of CTE, College in the High School Courses or Running Start courses.
MARCH	<ul style="list-style-type: none"> <input type="checkbox"/> Take the SAT for free during the SAT School Day Test. This is good practice for your next opportunity to take the SAT for free your senior year in October. If you are unhappy with your scores, you can retake the SAT. Be sure to send your scores to post-secondary institutes you are interested in attending. Certain SAT Scores can also meet state test requirements you have not met. Send emails and contact post-secondary institutions you are considering attending to introduce yourself, explain your interest and ask about ways that you can begin preparing for your future at that campus. Sign on to BigFuture.org to discover more planning resources.
APRIL	<ul style="list-style-type: none"> Consider creating a business card to distribute to post-secondary institutions or employers at college and career fairs that includes your name, contact information, interest areas, GPA and/or accomplishments in activities and academics such as being in AP, IB, Cambridge courses and exam results. Be sure to create a professional email address to use when communicating.
MAY	<ul style="list-style-type: none"> <input type="checkbox"/> Review and assess your 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal). Begin narrowing and ranking your post-secondary options based on criteria that matters to you, such as size, location, cost, majors or special programs, and organize your post-secondary education materials in a filing system. Check post-secondary entry requirements and deadlines for applications. Some colleges have early applications in May–August prior to a scholar’s senior year. Start to gather documents for financial aid. A checklist of required documents can be found at www.fwps.org/finaid. Be sure to keep a copy of your tax returns handy. You’ll use these to complete the FAFSA or WASFA, which opens on Oct. 1 of your senior year. Complete the FAFSA4caster.ed.gov to begin financial planning.
JUNE	<ul style="list-style-type: none"> Review hours for community service and log experience(s) into the Experience Section in the Portfolio. Find a full-time or part-time job, participate in summer camps, summer college programs or volunteer activities. Set up tours and appointments at post-secondary institutions. Call the admissions or information office to set up a personal interview, tour and/or a meeting with a coach or professor. Speak with admissions and financial aid staff or students if school is in session. Send a follow up thank you letter. Begin working on college applications and essays if possible, and make a plan for early decision deadlines. Contact your counselor or career/college specialist before leaving school for the summer if you are considering military academies or ROTC Scholarships. If you want a four-year ROTC scholarship, you should begin the application process the summer before your senior year.