

# high school & beyond plan CHECKLIST

Most up-to-date HSBP Checklists can be found at [www.fwps.org/HSBP](http://www.fwps.org/HSBP)

GRADE

12

## 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 Maia-Learning, 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](http://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.



SEPTEMBER	<ul style="list-style-type: none"> <li>Complete the "Senior Fall Survey" in your Career Activities and Tasks List.</li> <li>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.</li> <li>Complete "Interest Profiler Assessment" in the Explore Section.             <ul style="list-style-type: none"> <li>Complete "Personality Assessment" in the Explore Section and select three careers to research.</li> </ul> </li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>Make a plan for at least one College/Career Readiness Experience (examples: college/career field trip, college/career rep visit, college/career tour or college/career fair).</li> <li>If applying for Early Decision or Early Action, apply to your post-secondary pathway choice(s) (Target School, Likely School and Stretch School).</li> <li>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.</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>Complete the FAFSA/WASFA at <a href="https://readysetgrad.wa.gov/wasfaelig">https://readysetgrad.wa.gov/wasfaelig</a>. A checklist of required documents can be found at <a href="http://www.fwps.org/finaid">www.fwps.org/finaid</a>. Continue to check the status regularly, and mark as completed in the Financial Aid Activity/Task list after you have uploaded confirmation of your completion in your Maia Drive.</li> <li>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.</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>Verify your transcript is complete and accurate.</li> <li>Attend college and career fairs with parents/guardians including the Life After High School District College and Career Fair and others such as NACAC</li> <li>Order your cap and gown for graduation ceremony in June.</li> <li>Take your post-secondary entrance exam (SAT offered for free during SAT School Day):             <ul style="list-style-type: none"> <li>4-Year, 2-Year transfer, ROTC and Academy: SAT/ACT</li> <li>2-Year Technical or Apprenticeship/Trade: SAT/ACT and technical/trade program exams</li> <li>Military Enlisted: SAT/ACT and ASVAB</li> <li>Work Force: SAT/ACT</li> </ul> </li> <li>Complete the CSS/Financial Aid PROFILE®. PROFILE is an online application used by certain colleges and scholarship programs to determine eligibility for their aid dollars.</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>Apply to 1–3 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.</li> <li>Complete and apply for a minimum of one local, state or national scholarship. Click "Add Scholarship Award" in the Scholarship Section. Search for scholarships in the "Scholarship Search," Career Center, <a href="http://washboard.org">washboard.org</a>, and/or post-secondary websites.</li> </ul>

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)

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NOV <i>(continued)</i>	<ul style="list-style-type: none"> <li>Create 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal) by clicking "Add Goal" for each.</li> <li>Take the SAT Subject tests if preferred/required by colleges you are considering.</li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>Review the "Career Plan Essay" prompt in your Journal in the Portfolio Section and begin drafting your essay.</li> <li>Create/update your "Resume" under the Portfolio Section.</li> <li>Request one or more letters of recommendation. Request in the College Plan Section in "Recommendations" or request a letter in person and upload recommendation(s) in "Recommendations."</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>Update Scholarship status by selecting Scholarship to "Add Scholarship Award."</li> <li>Verify that all required documents are submitted to admissions and financial aid offices for the colleges you are considering.</li> <li>If you have the College Bound Scholarship, review requirements and repledge your commitment so that you can access your scholarship. More info at <a href="http://readyssetgrad.wa.gov/collegebound">readyssetgrad.wa.gov/collegebound</a>.</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>Complete final "Career Plan Essay" in your Journal in the Portfolio Section and upload your Post-Secondary Acceptance, Enrollment, Employment or Application into your MaiaDrive.</li> <li>Add College/Career Readiness Experience(s) in the Experiences Section of the Portfolio (examples: college/career field trip, college/career rep visit, college/career tour or college/career fair).</li> <li>Review Transcript, SAT/ACT results and graduation status.</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>Upload your Post-Secondary Acceptance, Enrollment, Employment or Application.               <ul style="list-style-type: none"> <li>4-Year, 2- Year transfer, ROTC and Academy Exam: College Acceptance Letter</li> <li>2-Year Technical or Apprenticeship/Trade: College/Program Acceptance Letter</li> <li>Military Enlisted: Proof of Enlistment</li> <li>Work Force: Proof of Employment</li> </ul> </li> <li>Present your Career Plan Essay, Assessment Results, Resume, Scholarship and Post-Secondary Pathway. Acceptance, Enrollment, Employment or Application at SLCs, Advisories or Senior Exit Interviews. Have parent/guardian sign acknowledgment of High School and Beyond Plan.</li> </ul>
APRIL	<ul style="list-style-type: none"> <li>If interested, add to your "Gallery" in the Portfolio Section to create supplemental visual and audio pieces.</li> <li>Review your financial aid award letter(s). Outline yearly &amp; monthly budgets to determine what is best for you/your family and next steps.</li> </ul>
MAY	<ul style="list-style-type: none"> <li>Complete the "Senior Exit Survey" in your Career Activities and Tasks List.</li> <li>Assess and review SMART Goal progress.</li> <li>Take AP, IB or Cambridge exams for free. There is no risk, and a successful score could earn you college credit.</li> <li>Request your final transcript to be sent to your post-secondary pathway choice.</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>Complete your Senior Clearance Form and pay fines in order to walk at the graduation ceremony.</li> <li>Attend Graduation Rehearsal.</li> <li>Graduate, celebrate and start your post-secondary journey!</li> <li>Post-secondary education and training is very different from high school. Map out different resources that will help you have a successful first year.</li> </ul>