



9TH Grade Checklist

*Your 9th grade year should be focused on your commitment to graduation.
The time is NOW to plan ahead and set goals for your future.*

- Establish a relationship with your high school guidance counselor.** The transition from 8th grade to 9th can be the most challenging school transition. He or she is experienced in working with freshmen on academics, college/career preparation, and providing social/emotional support.
- Sign up for at least one Honors or AP course.** Challenge yourself.
- Develop a personal graduation plan.** Learn the requirements for your school, and make a list of classes you plan to take each year in order to complete all of your graduation requirements with the rest of your class.
- Every grade counts.** Your overall GPA starts with your freshman year. Focus on academics and make the choice to excel in all your classes.
- Be involved!** Join at least one club or organization on campus. This can include academic teams, service clubs, athletics or something just for fun.
- Volunteer in your community.** Make a goal to donate at least 20 hours of your time this year, by planning on five hours each quarter. Consider food banks, church programs, soup kitchens or others that interest you.
- Start researching career and college options in preparation for the future.** Find out entrance requirements for colleges you are interested in attending, as they may be different than your high school requirements.
- In the spring, learn to read your high school transcript before selecting courses for the upcoming school year.**

Make a Commitment to
GRADUATE[®]

The Jostens logo is written in a stylized, cursive script font.



10TH Grade Checklist

Your 10th grade year should be focused on the goal of graduating with your class. Concentrate on academics and start thinking about what comes after graduation.

- Make an appointment with your school counselor to go over your transcript.** Check for accuracy, make sure you are on the right track to meet your needs (Honors, AP, Technical Education, Career), and make sure you have the required number of credits.
- Get serious about researching careers and colleges.** Refer to your school website for resources on colleges and make a master list for each. During the summer, select schools to visit during breaks or find an internship. Look for summer pre-college enrichment opportunities in an area that interests you.
- Begin creating a high school portfolio.** Your portfolio should represent who you are through samples of your work, so be sure to include projects and accomplishments you are most proud of.
- Update your personal graduation plan.** Review your goals, and consider taking Interest Inventories or ASVAB to see if your interests have changed.
- Prepare for testing.** Take the PSAT on your campus if it is offered. Sign up for the SAT/ACT or take the practice SAT/ACT before your first attempt.
- Stay active in school** through clubs, organizations and/or sports, and try to assume leadership positions.
- Continue to volunteer in your community.** Make a goal to donate at least 32 hours of your time this year, by planning on eight each quarter. Consider food banks, church programs, soup kitchens or others that interest you.

FOCUS on the Goal™

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11TH Grade Checklist

Reassess your Commitment to Graduate® and make sure your high school academic and extracurricular activities are preparing you to choose between all the future possibilities.

- Review your personal graduation plan.** Check your transcript — are you on track to graduate on time? If not, develop a plan to get caught up before your senior year.
- Focus on academics.** Consider taking honors or AP courses, or think about signing up for dual credit classes to get a head start on college.
- Update your high school portfolio or resume.**
- Identify your top 10 career options.** Interview someone from each of these fields, and/or find an internship in an area that interests you. Make sure the colleges you are considering will prepare you for these careers.
- Continue to volunteer in your community.** Make a goal to donate at least 36 hours of your time this year, by planning on nine hours each quarter.
- Stay active in school** through clubs, organizations and/or sports.
- Register to take the SAT/ACT** in the fall of your junior year. If you are unhappy with the score, retake it in the spring.
- Visit some of your “top 10” college choices during the summer after your junior year.** Try to narrow your choices to the “top 5.”
- Begin the application process for your top college choices** during the summer after your junior year. Most importantly, examine the requirements for essays and begin writing them.
- Begin investigating scholarship opportunities.** Visit your high school/college center. Complete as many applications as possible in the summer before your senior year. Register with these scholarship websites: fastweb.com and findtuition.com. Remember, even the \$1,000 scholarships make an impact on college expenses.

ASSESS the Possibilities™





12TH Grade Checklist

Your 12th grade year should be focused on earning your ticket to the future—your high school diploma. Use these tips as a guide for college-bound readiness and a positive 12th grade experience.

- Don't forget the value of fourth year math, science and English courses.**
Take advantage of dual credit and/or AP courses.
- Review your transcript first thing in the fall.** If you are behind in your credits, make an appointment with your guidance counselor and create an early intervention plan. Advocate for yourself to stay focused on the goal.
- Update and finalize your high school portfolio or journal.**
- Review your personal graduation plan.** How well have you done on your goals? Have your career ideas changed? Find a short-term internship in your first choice career field.
- Continue to be active in your school and community.** Volunteer again this year. Can you put in 10 hours per quarter? You're a senior — lead a project! Get involved and make a difference.
- Immediately begin the application process for your top five college choices.** You should plan to meet the early registration deadline, which is usually November 1.
- Work on identifying and applying for scholarships.** Consider local service organizations: Kiwanis, Lions, Optimists and Rotary. Remember to subscribe to these scholarship websites: fastweb.com and findtuition.com.
- Ask for reference letters.** Ask two teachers, a guidance counselor and/or an administrator to write references for you to submit with your college application. Be considerate and ask them early in September to allow time for completion before the first of October. Provide them with an outline of your high school involvement: clubs, performing arts, athletics, awards, internships, leadership experiences and other activities you are proud of.
- Work with family members to prepare the Free Application for Federal Student Aid (FAFSA) in December and early January.** Aid is given on a first-come/first-served basis and you can submit beginning February 1. Go online to fasa.ed.gov and request an electronic pin to ensure a faster and easier financial aid experience.
- Collaborate with your classmates and begin a plan for future alumni activities.**

TICKET to the Future™

