

High School & Beyond Plan

9th-11th Grade Checklist



Student Name: _____

High School: River Ridge

High School & Beyond Plan Requirements – 9th-11th Grade

Career Planner Required:

Completion of Career Exploration Activities Within Career Planner/Learn About Myself

Complete Career Interest Inventory Surveys (Preferences, Interests, Skills). Complete one survey for each of the three sections:

- Career Planner Preferences
- Career Planner Interests
- Career Planner Skills

Assembly of Digital Portfolio using SLC Slide Show Template

- Establish Educational Goals: Academic, Career, Community, Personal (visible in **My Portfolio-Overview**)
- Explore & discuss one or more Careers & Programs Listed (visible in **My Portfolio-Overview**)
- Complete two or more items listed in Experiences or Recognitions (visible in **My Portfolio-Overview**)
- Build/Revise Résumé (display in **Career Planner-My Account-Files**)
- Best Works
- Update **My Four Year Plan** with High School courses listed including any academic support (courses, summer school, or credit retrieval). You may need to collect an unofficial transcript from the RRHS Counseling Center.
- Select Personalized Pathway in **Post-Secondary Planning Section** (Career, Military, 2 year college or 4 year college).

Additional Required:

Community Involvement Requirement (completed by 12th grade):

- Turn in documentation form(s) showing 20-hours of completed Community Involvement done in any year of High School. Turn into the counseling office ([Download a copy](#) or see below).

Student Led Conference Participation:

- Student attends and participates in student-led conference during conference week in March. Make sure to sign up using Family Access in early March.

Student has completed all portions of the High School & Beyond Plan:

Advisor Signature

Date

(Only sign if student has completed **all portions** of the HS&B plan)



Community Involvement Documentation Form

The purpose of the Community Involvement graduation requirement is to gain skills, make connections with community members, and learn from activities outside of the classroom. Hours should prepare students for their futures after high school or benefit our community in some way. Please review this form and the reflection questions on the back before starting to ensure your plans meet the requirement.

Community Involvement hours are defined as time that you have volunteered (non-paid, with a business or organization), job shadowed (not at your place of employment), worked with a mentor on a career or personal interest, or participated in a community or school service project. Community Involvement can be defined as volunteering with an organization in an activity that benefits the community, participating in a school service project, or exploring a career of interest, but not an activity for personal, individual gain. Examples of community involvement activities can be found online in the document, *Tips for Successful Community Involvement*. Hours worked for family members or required by a school class or club, the courts, or any other institutions due to discipline or restitution may **not** be applied. **In most cases, babysitting, house sitting, dog sitting, help with moving, yardwork, housework or the like for a family member or friend are not considered community involvement.** If you plan to do this type of activity and believe it meets the test of true community service/involvement, you must get pre-approval from your school's High School and Beyond Plan Coordinator before doing the activity, or the hours will not be counted. You may include up to 10 hours related to a club or school service project as long as the activity is outside the school day for the 2022 Graduation Year. The community contact person must be an adult, which is defined as being age 21 or older, and **not a family member**.

Community Involvement hours **must be documented** in the space provided below. You will need to list the organization, date(s), hours, contact person and their signature for each experience. You may include as many Community Involvement hours as you have earned with this contact person. In addition, you must answer the reflection questions on page 2. **You must have a minimum of 10 hours for the 2022 Graduation Year and 20 hours for graduation 2023 and beyond to complete the Community Involvement requirement of your High School & Beyond Plan. Use a separate form for each contact person.** You may begin to acquire hours beginning at the end of your 8th grade year. Once complete, give this form to the person designated by your high school. For hours completed during the school year, turn in forms before summer vacation so you don't lose the forms over the summer.

To be completed by student

(Print clearly)

Student Name (first and last): _____

Your Graduation Year: _____ School: _____

Advisor: _____ Contact Person: _____

Organization: _____ Phone Number for Contact Person: _____

Date(s) of Community Involvement: _____

- School service project connected to club or school activity
- Job shadow/career explorations/work with a mentor
- Volunteer with business or community organization as community service

To be completed by contact person

Promptness	Good	Fair	Below Average	Poor
Completion of task(s)	Good	Fair	Below Average	Poor
Quality of work/effort	Good	Fair	Below Average	Poor
Demonstrated self-initiative and independence	Good	Fair	Below Average	Poor

Comments (optional): _____

Total Hours of Service: _____

Signatures below indicate that all information contained in this document is factually and honestly presented.

Student Signature

Contact Person Signature (Please attach business card)

What is a Student-led conference?

The student-led conference is your chance to share your progress this year with your advisor and your family. You will answer the question: **What will I do with my life?** The student-led conference is truly student-led: that means **YOU** are in charge. It's up to you to prepare well, introduce your family and advisor, lead the discussion, and conclude the conference.

How will the student-led conference work?

Here is a checklist of what you'll need to do before and during your conference:

- Schedule your conference time:** You may have already scheduled your conference time. If not, do so ASAP via the scheduling form that you will find on our web-site, that your advisor has, and which has been e-mailed home to your parents.
- Confirming the appointment time:** The week prior to conferences, bring the *Student Led Conference Confirmation* form provided by your advisor to your parents so they know for sure when it's been scheduled and to serve as a reminder.
- Conference set-up:** You will have a total of 20 minutes for your conference. Plan to speak for no more than 15 minutes and leave the rest of the time for questions. You will present in your advisor's room. You will need access to your completed portfolio so bring your Chromebook.
- Plan what you will want to say.** Using the outline on the next page, plan what you want to say during your conference. Plan both what you'll **say** and what you'll **show** from your portfolio.
- Practice, practice, practice!!** You will have some time in advisory to practice, but you should also practice on your own. Get a friend to listen and ask you questions. Practice in the mirror.
- Dress and behave appropriately.** Plan to wear "dress" clothes or clothes that you would wear to an interview to your conference. You want to look and act your best.
- Be prompt and be prepared.** Make sure that you are on time for your conference and that your portfolio is complete and ready to be reviewed.
- Be polite.** Start your conference by introducing your guests to your advisor. End your conference by thanking them for taking the time to attend.
- Be passionate.** This conference is your chance to share who you are – and what you want to get out of school – with your advisor and your guests. Make eye contact, and don't talk in a monotone!