



Student Checklist Grades 9-11 2025

Name:

Saved within Career Planner or 4-year Planner:

- ☐ **Educational Goals:** Academic, Career, Community, Personal (visible in Assemble My Portfolio)
- ☐ **One or more Careers & Programs of interest listed** and discussed (visible in Assemble My Portfolio)
- ☐ **Discuss Career Planner Career Interest Inventory Results** (Preferences, Skills, Interests- visible in Assemble My Portfolio)
- ☐ **4-Year Plan/Credit Checklist** Updated with academic transcript. Discussion includes any academic support courses needed, summer school, or credit retrieval. (Visible in CP-4 Year Planning> 4Y>Settings Wheel (on left of a plan)> Edit)
- ☐ **Personalized Pathway selected** in 4-year Planner Module (visible under Post-Secondary Planning tab: Work force, Apprenticeship, Military, 2-year college or 4-year college)

Community Service Requirement:

- ☐ 20-hours of Community Service- discussing their plan to complete this requirement

Course Pre-Registration for Next School Year:

(Students will enter requests during their conference)

- ☐ 6.0 credits requested and inputted into Skyward- include alternates.
- ☐ Parent/Guardian or other adult reviewed and signed off on requests (Pre-Reg Form)
- ☐ Pre-Registration Form returned to Advisor (Advisor turn these into Counseling Ctr)

Things to Discuss:

- ☐ Feedback: areas that went well, areas needing improvement
- ☐ Current Grades: How are they doing?
- ☐ Referrals: scheduling or college/career related follow up questions: Counselors
Grades/Academic progress: Email current teacher

You must attend your Student-Led Conference to complete pre-registration for next year (aka pick your classes)