



Navigating WA: Class of 2030

Everything You Need to Know for a Strong Start

COUNSELING DEPARTMENT | WESTFORD ACADEMY | FALL 2026

Today's Agenda



01 | Self-Discovery

Finding your passions & getting involved



02 | Academic Success

Tools, habits & effective communication



03 | The Long View

Graduation requirements, transcripts & career prep



04 | Health & Balance

Time management, sleep & well-being

Career Exploration Roadmap



1

Grade 9

Self-Discovery &
Building Study/Life
Habits

2

Grade 10

Take Career Interest
& Personalities
Inventories

3

Grade 11

Mini Career Fair &
Post-Secondary
Planning

4

Grade 12

Post-Secondary
Planning & Senior
Capstone
Experience

Discovering Yourself

SECTION 01



Over the Next 4 Years: Explore, Learn & Grow

Identify your strengths, interests, and learning style. Try new subjects and electives. Find meaningful ways to contribute outside the classroom.

→ [Coursework & Electives](#)

→ Community Service

→ [Clubs & Co-Curriculars](#)

→ Leadership & Part-Time Jobs



Getting Involved "After the Bell"

CO-CURRICULAR ACTIVITIES & COMMUNITY

Quality Over Quantity

Focus on what you truly enjoy — not just filling a resume.

Be Active

Show up regularly and contribute meaningfully.

Try Something New

Freshman year is the best time to test new interests.

[2026–2027 WA Club Directory](#)

Keys to Academic Growth

SECTION 02

Essential Habits

- Check Google Classroom daily
- Use a planner or digital calendar
- Break projects into small steps to avoid procrastination

Academic Tools

- Four-Year Academic Planning Worksheet
- Time Management Document

Support Systems

- Teacher hours
- NHS Peer Tutoring
- School Counseling Department

Communicating with Teachers & Counselors

Remember, you are communicating professionally — not texting a friend!

Professional Email Template

Subject: Question about Math Homework — [Your Full Name]

Dear [Teacher/Counselor Name],

I hope you're having a good week. I am working on [assignment name] and had a quick question about [specific issue].

Would you be available to meet for a few minutes before school?

Thank you,

[Your Name] | Grade 9

How to Reach Your Counselor



Email

Send a professional email anytime.



Appointments

Book a dedicated student appointment online.



In-person

Drop by for urgent needs during the school day.

Graduation Requirements & The High School Transcript

SECTION 03

Westford Academy — 117.5 Total Credits

English	20 credits
Math	20 credits
Science	15 credits
History	15 credits
World Language	10 credits
PE & Health	10 credits
VPA	2.5 credits
Electives	22.5 credits

MCAS Exams: Grade 9 (Science), Grade 10 (English, Math)

What's on Your Transcript?

- Official record of coursework and final yearly grades
- Credits earned

Academic Planning Tools:

[Graduation Requirements Worksheet](#)
[4-year academic plan](#)

Freshman year is the foundation — focus on consistent effort from day one!

Healthy Habits = Academic Success

SECTION 04

Why Sleep Matters — Target: 8–9 Hours/Night

- Boosts brain power & memory retention
- Strengthens immunity & supports recovery
- Reduces stress & improves daily mood

Strategies for Staying Balanced

- **Set Boundaries:** Learn when to say "no" to avoid overcommitting.
- **Take Real Breaks:** Step away from screens during study downtime.
- **Prioritize Health:** Eat well, stay active, and make time to socialize.

Finding Your 168 Hours

Total hours in a week = **168**

School + Homework + Activities + Daily Living + Sleep =
Your Total

Goal: Ensure your total hours do not exceed 168 so you stay healthy, happy, and engaged!

[Time Management Worksheet](#)

Have Questions? We're Here to Help!

[Work Permit Requirements \(Ages 14–17\)](#)

[Online Job Board](#)

[Counseling Website](#)

[Academic Planning Tools](#)

[Freshmen Timeline](#)

