

Note: All of the AzCIS instruments and tools can be used in any grade level. In the categories below, it simply breaks it down to what would be beneficial to accomplish in each of those grades. Many of the items in their categorized checklist can also be found within the NCS checklist.

9th GRADE CHECKLIST

- Meet with NCS counselor to discuss high school plan
- Take grades seriously!!! Most colleges only look at freshman-junior year grades
- Get involved in extracurricular activities
- Continue thinking about what careers you might be interested
- Keep track of all the awards and honors you receive from various activities
- Take the PSAT 8/9
- Search for scholarship opportunities
- Meet with NCS counselor in spring to check credits and modify four year plan accordingly
- Keep up to date with your AzCIS high school plan and college/career searches (checklist below)

AzCIS Checklist (college/career planning)

- Set up “My Career Planning Portfolio” if haven’t done so in 8th grade
- Create high school course plan if haven’t done so in 8th grade
- Complete interest inventory

Academic Goals

- Plan high school courses
- Do they meet your high school graduation requirements?
- Record any awards or achievements you have gotten during this school year.

Career Goals

- Take an interest survey or career assessment and record results in your ECAP portfolio
- Write your career goal down. What educational requirements will you need to meet that career option?
- Start developing your resume
- Attend a career fair

Postsecondary Planning

- Write down your post high school educational or career goal.
- Are you planning to take a college readiness test? What do you need to do to prepare?
- Review two colleges* that meet your post high school goals. Save your results. (*description)
- Do a review of costs for those two colleges. Write your findings in your ECAP portfolio.
- Learn college and career vocabulary

Extracurricular Activities

- Document in your ECAP portfolio any club, sports, Fine and Performing Arts, community service, work experiences, including summer experiences.
- Document any leadership experiences you have been involved in.

10th GRADE CHECKLIST

- Take the PSAT 10
- Research career options as well as possible majors you'd like in college
- Attend college informational sessions at NCS
- Attend financial aid night in the spring
- Check out the college and career fairs offered around the valley
- Consider visiting colleges over spring and summer break
- Be aware of admissions requirements of colleges you're interested in
- Stay involved with extracurricular activities
- Search for scholarship opportunities
- Meet with NCS counselor to check credits and modify four year plan accordingly
- Keep up to date with your AzCIS high school plan and college/career searches (checklist below)

AzCIS checklist (college/career planning)

- In-dept self reflection activity
- Identify work values and linked careers
- Update course plans

Academic Goals

- Plan your high school courses
- Do they meet your HS graduation requirements?
- Record any awards or achievements you have gotten during this school year.

Career Goals

- Take an interest survey or career assessment and record your results in your ECAP portfolio
- Write your career goal down. What educational requirements will you need to meet that career option?
- Review and update your resume
- Attend a career fair

Postsecondary Planning

- Write down your post high school educational or career goal.
- Take a college readiness test. Review the results and write down your thoughts in your ECAP portfolio.
- Review two colleges* that meet your post high school goals. Save your results. (*description)
- Do a review of costs for those two colleges. Write your findings in your ECAP portfolio.
- Learn college and career vocabulary
- Attend a college fair

Extracurricular Activities

- Document in your ECAP portfolio any club, sports, Fine and Performing Arts, community service, work experiences, including summer experiences.
- Document any leadership experiences you have been involved in.

11th GRADE CHECKLIST

Fall:

- Take the PSAT/NMSQT
- Utilize SAT/ACT preparation tools- Princeton Review!
- Athletes should be registered for NCAA/NAIA Eligibility Centers
- Attend NCS college informational sessions
- Consider taking SAT and/or ACT
- Tour colleges
- Keep up to date with your AzCIS high school plan and college/career searches (checklist below)

Spring:

- Take the SAT and/or ACT
- Attend financial aid night
- Tour colleges
- Attend college and career fairs around the valley
- Search for scholarship opportunities
- Look into mission field or military opportunities if interested
- Meet with NCS counselor to check credits and modify four year plan accordingly

Summer:

- Narrow down your list of potential colleges
- Tour colleges (better to do in fall/spring when school is in session though)
- Look into the different application and scholarship deadlines for each school
- Applications for many colleges can be due as early as the middle of first semester or beginning of 2nd semester of senior year, so doing research in junior year is important!

AzCIS Checklist (college/career planning):

- Complete interest inventory and career sort to link preferences to occupations
- Evaluate occupation and education options
- Begin college planning and evaluate costs

Academic Plan

- Review your high school courses
- Do they meet your high school graduation requirements? Have you passed your AIMS tests?
- Write a post high school goal aligned to your career interests.
- Record any awards or achievements you have gotten during this school year.
- Take the SAT or ACT tests and record your test results.

Career Plan

- Take an interest survey or career assessment and record your results in your ECAP portfolio
- Review your career goal. What educational requirements will you need to meet that career option?
- Review and update your resume.
- Attend a career fair.

Postsecondary Planning

- Review your post high school educational or career goal. Is this still what you want to do after high school?
- Review two colleges that meet your post high school goals. Save your results.
- Do a review of costs for those two schools. Write your findings in your ECAP portfolio
- What are the admissions requirements and applications? When should you apply?
- Create a financial plan for meeting college costs.

Extracurricular Activities

- Document in your ECAP portfolio any club, sports, Fine and Performing Arts, community service, work experiences, including summer experiences.

12th GRADE CHECKLIST

Fall:

- Keep up with coursework and grades all year
- Meet with NCS counselor to make sure you're on track to graduate
- Prepare for SAT/ACT
- Sign up to take or re-take SAT/ACT
- Attend NCS college informational sessions
- Attend college and career fairs around the valley
- Tour colleges
- Note scholarship deadlines for potential colleges. DON'T MISS OUT ON FREE MONEY!!
- Start sending in applications to those colleges with fall deadlines
 - Note if they require essays or letters of recommendation as those take time to complete
- Search for scholarship opportunities
- Continue researching and planning for military/missions options if interested

Winter:

- Encourage parents to complete income tax forms so FAFSA can be completed in time
- Continue to visit colleges and speak to representatives, many regular application deadlines aren't until spring semester.

Spring:

- Make note of when the federal student aid information (taken from the FAFSA) deadline is for the schools you're applying to. It is usually in February/March
- Attend NCS FAFSA workshop
- Complete any spring semester application deadlines
- Review colleges you were accepted to and make final decision (May 1st is typically the deadline)

Summer:

- GET EXCITED FOR LIFE AFTER HIGH SCHOOL!!!!

AzCIS Checklist (college/career planning):

- Explore scholarships and other financial aid awards
- Learn about skills and accomplishments and identify occupations using preferred skills
- Establish post-secondary plans
- Consider the military as an option
- Make financial plans

Academic Plans

- Review your high school graduation requirements, including AIMS. Are you missing anything?
- Review your Postsecondary plans from last year. Are they still aligned to your career interests?
- Record any awards or achievements you have gotten during this school year.
- Do you need to re-take ACT or SAT? Do you need to take AP exams? When do you take them?

Career Plans

- Review the career assessments results you have taken. Do they still align to your interests?
- Review your career goal. What educational requirements will you need to meet that career option?
- Review and finalize your resume.
- Attend a career fair.

Postsecondary Planning

- Review your post high school educational or career goal. Is this still what you want to do after high school?
- Review two higher education institutions that meet your post high school goals. Save your results.
- Do a review of costs for those two schools. Review your financial plan for meeting college costs.
- Have you applied for Financial aid including the FASFA? Write your findings in your ECAP portfolio
- What are the admissions requirements and application deadlines? When should you apply?
- Request letters of recommendation, if needed for college or a job
- Attend a college fair
- Make plans to tour the colleges you would like to attend.

Extracurricular Activities

- Document in your ECAP portfolio any club, sports, Fine and Performing Arts, community service, work experiences, including summer experiences.
- Document any leadership experiences you have been involved in.