

# Post-Secondary Planning Checksheet

## Bay Arenac ISD Career Center

<b>11th Grade Activity</b>	
<b>Date</b>	Joined a student club _____ (club) _____ (competition)
	Resume created (through Employability Skills Training)
	Cover letter written (through Employability Skills Training)
	True Colors profile _____ ( color combination)
	Key Train Results: Applied Math (AM) _____ Locating Information (LI) _____ Reading for Info (RI) _____ occupation: _____ Profile: (AM) _____ (LI) _____ (RI) _____
	Attended a College Night? Where? _____ college reps seen _____
	Michigan Merit Exam completed / ACT results sent to: _____
	1-3 week Work Experience (if applicable) _____ (employer)
	Community service hours completed _____ (hours)
	Portfolio up-to-date (resume, certificates, letters of recommendation)
	College articulation form completed (one-year programs only) _____ (college) _____ (credits)
	Credits earned have you on-schedule to graduate on time? (see sending school counselor)
	Colleges visited/visiting by August _____
	Cost of post-secondary training estimated, summer job secured to earn money Employer: _____ Job Title: _____

<b>12th Grade Activity</b>	
<b>Date</b>	Joined a student club _____ (club) _____ (competition)
	Retake the ACT to qualify for early installment Promise Scholarship? Results sent to: _____
	Key Train Results: Applied Math (AM) _____ Locating Information (LI) _____ Reading for Info (RI) _____ occupation: _____ Profile: (AM) _____ (LI) _____ (RI) _____
	Attended a College Night? Where? _____ college reps seen _____
	College applications sent _____ Acceptance status _____ _____
	If Delta College: completed testing? _____ met with advisor? _____ class registration? _____
	Considering military? _____ If yes, met w/ recruiter and completed ASVAB? _____
	Completed a financial aid search (www.baisd.net/careercenter click counseling, click financial aid) scholarships applied for: _____
	FAFSA completed (deadline for state/college aid consideration is March 1st)
	Internship or work-experience completed _____ (employer)
	Portfolio updated (resume, certificates, letters of recommendation)
	Community service hours completed _____ (hours)
	Exit interview completed
	College articulation form(s) completed (Ferris--April) _____ (college) _____ (credits)