



6<sup>th</sup> Grade

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7<sup>th</sup> Grade

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\_\_\_\_\_  
\_\_\_\_\_

8<sup>th</sup> Grade

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\_\_\_\_\_  
\_\_\_\_\_

# Portfolio Assessment & Plans

## Career Interest Clusters

- 1 = Artistic
- 2 = Scientific
- 3 = Nature
- 4 = Authority
- 5 = Mechanical
- 6 = Industrial

- 7 = Business Detail
- 8 = Persuasive
- 9 = Accommodating
- 10 = Humanitarian
- 11 = Social/Business
- 12 = Physical Performing

- 13 = \_\_\_\_\_
- 14 = \_\_\_\_\_
- 15 = \_\_\_\_\_
- 16 = \_\_\_\_\_
- 17 = \_\_\_\_\_
- 18 = \_\_\_\_\_

I. Top Interest Cluster

II. Occupational Choice

III. Education/Training

9 <sup>th</sup> _____	9 <sup>th</sup> _____	9 <sup>th</sup> _____
10 <sup>th</sup> _____	10 <sup>th</sup> _____	10 <sup>th</sup> _____
11 <sup>th</sup> _____	11 <sup>th</sup> _____	11 <sup>th</sup> _____
12 <sup>th</sup> _____	12 <sup>th</sup> _____	12 <sup>th</sup> _____

## Career Path Goals

	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
DIRECT ENTRY: OJT, Apprenticeship, Military	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSOCIATES: Community College, AA, AS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL: University, BA, BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9<sup>th</sup> Grade

- Employment Application \*
- Interest Inventory
  
- Learning Style

Attachment

\_\_\_\_\_

① \_\_\_\_\_ ② \_\_\_\_\_

① \_\_\_\_\_ ② \_\_\_\_\_ ③ \_\_\_\_\_

10<sup>th</sup> Grade

- Interviewing \*
- Value Assessment
- Interest Inventory
- Which career is best?

Attachment

\_\_\_\_\_

① \_\_\_\_\_ ② \_\_\_\_\_ ③ \_\_\_\_\_

① \_\_\_\_\_ ② \_\_\_\_\_ ③ \_\_\_\_\_

A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

11<sup>th</sup> Grade

- Begin resume \*
- Interest Inventory
- Aptitudes
- ASVAB

Attachment

\_\_\_\_\_

① \_\_\_\_\_ ② \_\_\_\_\_ ③ \_\_\_\_\_

Academic Ability \_\_\_\_\_ Verbal Ability \_\_\_\_\_ Math Ability \_\_\_\_\_

12<sup>th</sup> Grade

- Letter of Application \*
- Final Resume \*
- Cover Letter \*
- Thank You Letter \*
- ASVAB

Attachment

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\_\_\_\_\_

Academic Ability \_\_\_\_\_ Verbal Ability \_\_\_\_\_ Math Ability \_\_\_\_\_

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\* Writing Applied Assignment

**GRADE 6-8 OBJECTIVES**  
**Middle School Career & Academic Focus**

**Grade 6**

- Identify the characteristics of a positive self-concept and be able to use them in career exploration. Resources: 1. Classroom instruction 2. Personality inventories
- Demonstrate an understanding of the importance of teamwork and working successfully with others.
- Demonstrate an understanding of the value of personal responsibility, successful work habits and the ability to plan for and act upon educational opportunities.
- Demonstrate knowledge of the skills necessary to obtain and maintain a good job.
- Involvement in extra curricular, school and community activities.
- School, district or state assessment tests.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Grade 7**

- Understand the relationship between academic achievement and career opportunities related

to your individual education.

- Apply the necessary skills and utilize the latest equipment and materials to locate, understand and use printed electronic and broadcast career information.
- Develop knowledge of the classifications and levels of work across the twelve career clusters..
- Demonstrate an understanding of the available career options as you pursue your goals in education and career needs.
- Demonstrate an understanding of the career exploration and planning process.
- Involvement in extra curricular, school and community activities.
- School, district or state assessment tests.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**Grade 8**

- Assess personal attitudes, interests and abilities relative to the various career clusters. Resources: 1) Career interest inventories 2) Career Centers 3) Computer software
- Relate the importance of careers to the needs and functions of the economy and society.
- Create an educational and career interest plan for high school prior to the end of the academic school year.
- Plan challenging academic classes in preparation for your educational goals.
- Involvement in extra curricular, school and community activities.
- School, district or state assessment tests.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**GRADE 9  
TIMELINE CHECKLIST**

Check off each item as you complete it.

**Fall**

- Plan your program of studies with your counselor, teachers & parents.
- Consider choosing elective courses in your Career Interest Clusters.
- Plan on two years of a foreign language.
- Request catalogs from colleges or post secondary schools of interest to you and plan your high school program of studies accordingly.
- Begin researching your occupational choices in your career path and the educational requirements for each.
- Read Materials on the PSAT, SAT, and ACT. Inventory your test taking abilities.
- Complete the 9<sup>th</sup> Grade Career Portfolio sections in your planner. \*
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**Spring**

- Evaluate success of academic courses relating to program of studies, career path, education, and training.
- Plan 10<sup>th</sup> grade academic/elective courses in your career choice or career path.
- 

**GRADE 10  
TIMELINE CHECKLIST**

Check off each item as you complete it.

**Fall**

- Check credits to make sure you are on a schedule for graduation.
- Register to take the PSAT. Review for the test.
- Take the PSAT. On the test form, check the box which will put you on the mailing list for college and post-secondary information.
- Research: Careers, Program of Studies, Interests, Schools, etc.

**Spring**

- Evaluate your success of academic courses relating to program of studies, career path, education, and training. \*
- Plan 11<sup>th</sup> grade academic/elective courses in your career choice or career path. \*

**Throughout the year**

- Volunteer or seek career related job opportunities.
- Gather and review information about career path options:
  - Universities & 4 Year Colleges (BS & BA Degrees)
    - 2 Year Colleges (AA & AS Degrees)
  - Post-Secondary Schools, 1 to 2 years (Possible college credits)
    - Technical Certificate - Shorter than 2 years
    - Vocational Certificate - Job Training Skills (Hourly Classes)
  - Apprenticeships - Work & School (40 Hour Work Week & College)
  - Military: Active or Reserves
  - Work Full Time - OJT/Internships/Tuition Reimbursements

- Continue to review career choices.
- Complete the 10<sup>th</sup> Grade Career Portfolio sections in your Planner. \*

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\*Writing Applied Assignment



# GRADE 12 TIMELINE CHECKLIST

Check off each item as you complete it.

## August

- Be sure to have all the required courses and credits for graduation.
- Make sure you have the electives that will enhance your career choice.

## September

- Meet with your counselor to review your records.
- Apply to a minimum of three post secondary schools. Select at least one that will definitely accept you.
- Check catalogs for deadline dates on application, admission, housing, financial aid, and exam scores.
- Register to take the SAT/ACT and/or the November SAT Test. Estimate 6-8 weeks for return scores.
- Ask three teachers and other people who know you well to write a recommendation for you. Provide a resume and a stamped, addressed envelope to these individuals.
- Schedule college tours. Utilize dates when you are not in school other than holidays.
- Meet with college, apprenticeship, military, and work representatives when they visit your high school.
- Begin to fill out application forms. Some schools require essay responses. Outline essay topics. Request that an English teacher assist in checking your essay for grammar, spelling, punctuation, etc.
- Sign up for a tour of your local College Career Center.
- Secure a list of agencies for the "Community Service Hours" needed.

## October

- Distribute application and recommendation forms to counselors and teachers for completion of their sections.
- Send transcript and recommendations to any schools or apprenticeship programs.
- Meet application deadlines for early decision (usually November 1), housing, scholarships, or financial aid.
- Take/retake the SAT I or ACT if necessary.
- Final research on career, program of studies, schools and financial aid programs, aptitude and career interest assessments, college letters, etc.

## November

- Study hard because your first semester senior year grades are very important.
- Attend a National College & Career Fair with your parents.
- Mid November deadline for most ROTC scholarships.
- Complete post-secondary applications for admission. Follow up on letters of recommendation. Request transcripts as needed. Copy ALL forms before you mail them. Mail to meet deadlines.
- Take/retake the ASVAB for career aptitude, interest or military score.
- Obtain nomination for Military Academies.

## December

- Expect notification of early decision acceptance/deferral by December 15. If you are not accepted, file your other applications IMMEDIATELY.
- Ask your parents to begin gathering their financial information.

## January

- Complete the Free Application for Federal Student Aid form. Mail as soon after January 1 as possible. Mail any supplemental financial forms required by the schools of your choice.
- Research scholarships and loan opportunities.
- Meet with your counselor and finalize post-secondary plans.

## February

- Keep grades up....finish strong.... remember that you will be accepted to schools "pending final grades."
- Check deadline dates for any school-based financial aid/scholarship grants. Many forms are due in March.
- Some apprenticeship programs applications deadlines are due in March/April.
- Complete final resumes with business partners.
- Complete all employability skills preparations with business partners and Career Specialist.
- Obtain appointment for Military Academies.

## March

- Attend Annual Job/Career Fair. Talk and interview with employers relating to your career goals. Bring at least 10 resumes. Look for tuition reimbursement to school and career interest (experience) opportunities.

## April

- Select your school and write a letter of acceptance which should be received before May 1.
- If all schools send rejections, see your counselor to explore other possibilities - military, apprenticeships, degrees, certifications & other post-secondary training programs.
- Finalize plans for housing, financial aid and/or scholarships.

## May

- Complete details and your final choice of post-secondary schools for admission.
- Notify your counselor of your final school choice and whether you have been awarded any scholarships.
- Participate in the orientation program of the school/program you will attend.
- Continue seeking career related employment, training, or internship.

## Additional

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# PORTFOLIO PLANNER

## COMPLETE IN 9<sup>TH</sup> GRADE

**Career Path:**  Direct Entry  Associates  Professional

**Career Goal:** \_\_\_\_\_

	Grade 9 Courses	Grade	Credit	Grade 10 Planned Courses	Grade 11 Planned Courses	Grade 12 Planned Courses
1. English				C O P		
2. Mathematics						
3. Science						
4. Social Studies						
5.						
6.						
7.						
8.						
TOTAL CREDITS						

## COMPLETE IN 10<sup>TH</sup> GRADE

**Career Path:**  Direct Entry  Associates  Professional

**Career Goal:** \_\_\_\_\_

	Grade 10 Courses	Grade	Credit	Grade 11 Planned Courses	Grade 12 Planned Courses
1. English				R I G	
2. Mathematics					
3. Science					
4. Social Studies					
5.					
6.					
7.					
8.					
TOTAL CREDITS					

## COMPLETE IN 11<sup>TH</sup> GRADE

**Career Path:**  Direct Entry  Associates  Professional **Career Goal:** \_\_\_\_\_

	Grade 11 Courses	Grade	Credit	Grade 12 Planned Courses
1. English				H T 2004 T A I
2. Mathematics				
3. Science				
4. Social Studies				
5.				
6.				
7.				
8.				
TOTAL CREDITS				

## COMPLETE IN 12<sup>TH</sup> GRADE

Direct Entry  Associates  Professional

**Career Goal:** \_\_\_\_\_

Grade 12 Courses	Grade	Credit
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL CREDITS		

**CAREER INTEREST CLUSTER & CAREER PATH KEYS**

**Use Number for Indicating Career Cluster Choices**

- 1 = Artistic
- 2 = Scientific
- 3 = Nature
- 4 = Authority
- 5 = Mechanical
- 6 = Industrial
- 7 = Business Detail
- 8 = Persuasive
- 9 = Accommodating
- 10 = Humanitarian
- 11 = Social/Business
- 12 = Physical Performing
- 13 = \_\_\_\_\_
- 14 = \_\_\_\_\_
- 15 = \_\_\_\_\_
- 16 = \_\_\_\_\_
- 17 = \_\_\_\_\_
- 18 = \_\_\_\_\_

**CAREER PATH**

- D = Direct Entry
- A = Associates
- P = Professional

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**CAREER CLUSTER & CAREER PATH GOALS**

Grade	Rank	Top Interest Cluster	Career Path	Your Occupational Choices
9th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____
10th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____
11th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____
12th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____

**TESTING INFORMATION**

GRADE	TEST	RESULTS
6TH		
7TH		
8TH		
9TH		
10TH	PSAT/NMSQT	
	Assessment Test - Writing/Science	Writing:_____ Science:_____
	Assessment Test	Reading:_____ Math:_____
11TH	PSAT/SAT	/
	ASVAB	AA___ Verbal___ Math___
12TH	SAT/ACT	Math___ Comm___ Tot___
	ASVAB	AA___ Verbal___ Math___

**WORK EXPERIENCE**

GRADE	EMPLOYMENT	SUPERVISOR
9TH		
10TH		
11TH		
12TH		

**GRADE POINT AVERAGE**

GRADE	UN WEIGHTED	WEIGHTED
9TH		
10TH		
11TH		
12TH		

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