

CREDITS/GRADUATION CHECKLIST



Time Required: 30-45 minutes

Principles: Students will complete school with the academic rigor and preparation essential to choose from a wide range of substantial postsecondary options, including college.

Objectives (Students will...): Discuss annually the current relationship between flexible career plans, post-secondary goals, four-year high school course plans, report card grades, standardized test scores, and academic improvement plans, and revise each as appropriate.

GOALS: Students will know courses offered at their school and identify their personal career choices and recommended educational plans. Students will compare school requirements to personal credits earned.

Activity Statements:

1. Students will review course offerings at their school.
2. Students will review their CTE course sequencing and educational plan. Students will complete Handout 1 Credit Check. (Place in binder)
3. Students will examine individual transcripts and complete Handout 2. (Place in binder)

Materials:

1. High school graduation requirements.
2. Individual transcripts.
3. School Handout explaining process for schedule changes—changes will ONLY be made for credit deficiency and/or errors in scheduling. (Time frame for schedule changes will vary from school to school)
4. Handout 1 Credit Check or similar school form. (Place in binder)
5. Handout 2 Questionnaire or similar school form. (Place in binder)

Procedures:

1. Supply and review with students the following: high school graduation requirements, educational plans, CTE course sequencing, and individual transcripts.
2. Students will review CTE course sequencing and recommended educational plan.
3. Students will complete Handout 1 Credit Check. (Place in binder)
4. Students will examine individual transcripts and complete Handout 2 Transcript Questionnaire. (Place in binder)
5. Review handouts with students, make necessary adjustments.

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Discussion:

1. What are the differences between the skilled and professional pathways? Which one are you participating in?
2. If a student fails a course, what are the options at your school to make up the course so that the student can graduate on time?
3. Are there any exceptions to these requirements? What could you do if you had a special request to make concerning your schedule?
4. Include questions on Handout 1 in discussion.

Additional Resources:

Handout 3 Checklist –informational plan for college.... (Place in binder)

Extension Activities:

If students have schedule conflicts have them follow school procedure for requesting class changes.

Activity:

Resources:

Have students explore - <http://www.nvcis.intocareers.com/>
