

Your Education and Career Planning Checklist

You and your parents or guardians can use this checklist to help keep everyone on track as you work on your education and career pathway. Make a photocopy of these pages, enter the dates by which you need to complete each area, and check each one off as you complete it.

Complete by	Action Steps	Done								
	Read the introductory part of this booklet, review the career concentration area that interests you, and write down any questions you have.									
	Ask your parents or guardians to read this booklet and note any questions they may have.									
	<p>Identify the members of your future-planning team.</p> <p>Parents/guardians:</p> <p style="padding-left: 40px;">Name: _____ Telephone: _____</p> <p style="padding-left: 40px;">Name: _____ Telephone: _____</p> <p>Counselor: _____</p> <p>Telephone: _____ Email address: _____</p> <p>Teacher/Advisor: _____</p> <p>Telephone: _____ Email address: _____</p> <p>Other Team Member: _____</p> <p>Telephone: _____ Email address: _____</p>									
	<p>Create your list of dream jobs.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>									
	<p>Write down the results of any career assessments you have taken.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Career Assessment</td> <td style="width: 50%; text-align: center;">Taken Results</td> </tr> <tr> <td style="text-align: center;"><i>Ex. Career Keys</i></td> <td style="text-align: center;"><i>Holland Codes</i></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Career Assessment	Taken Results	<i>Ex. Career Keys</i>	<i>Holland Codes</i>	_____	_____	_____	_____	
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_____	_____									
_____	_____									
	<p>Write down the courses in which you get the best grades.</p> <p>_____</p> <p>_____</p>									

Complete by	Action Steps	Done								
	<p>Write down the courses you most enjoy.</p> <hr/> <hr/>									
	<p>Play the Match Game to see what careers match your interests and skills.</p>									
	<p>With the help of your school counselor or teacher/advisor, set up a planning meeting to choose your career pathway.</p> <table border="0" data-bbox="318 531 1240 762"> <tr> <td data-bbox="318 531 760 583">School counselor, teacher, or advisor should bring:</td> <td data-bbox="768 531 1240 583">You and your parents or guardians should bring:</td> </tr> <tr> <td data-bbox="318 594 760 625">Your career assessment results</td> <td data-bbox="768 594 1240 625">The results of your Match Game</td> </tr> <tr> <td data-bbox="318 636 760 667">Your state test result</td> <td data-bbox="768 636 1240 667">Materials to take notes</td> </tr> <tr> <td data-bbox="318 678 760 730">Your grade reports (academic and elective classes)</td> <td data-bbox="768 678 1240 762">Any questions you or they might have as a result of reading this booklet or from any research you may have done.</td> </tr> </table>	School counselor, teacher, or advisor should bring:	You and your parents or guardians should bring:	Your career assessment results	The results of your Match Game	Your state test result	Materials to take notes	Your grade reports (academic and elective classes)	Any questions you or they might have as a result of reading this booklet or from any research you may have done.	
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	<p>Which career pathway did you choose to complete in high school?</p> <hr/>									
	<p>Choose a career and technical student organization that matches your career pathway.</p> <hr/>									
	<p>Set up a schedule to revisit your plans and revise them if necessary:</p> <p>Date: _____</p> <p>Date: _____</p>									
	<p>Your turn: Add any other items to this list that you think will help you in your education and career planning. For example, you could make a note of career fairs or career days you plan to attend. You might list Internet sites of career areas in which you are interested, or list colleges you want to visit or learn more about.</p> <hr/>									