

Post-Secondary Planning Timeline

9th Grade

Investigate

- High school graduation requirements;
- Programs and courses at your school;
- Naviance;
- Interests as they relate to careers;
- Personal strengths; and
- Skills you have and those which you need to build.

Create

- Personal portfolio/academic resume - gather your report cards, evidence of awards and honors, and a list of school and community activities;
- Track your accomplishments and enter into Naviance resume; and
- Set your personal and academic goals using Naviance.

Action

- Challenge yourself with rigor in our academic schedule in subject that are your strength areas.
- Meet with your school counselor and college and career counselor to discuss post-secondary goals.
- Search and apply to scholarships.
- Read as much as you can from a variety of materials;
- Learn about what education is needed to contribute to the career you wish to have (college, trades, military, apprenticeships).
- Further strengthen your financial literacy regarding post-high school life and education.
- Prepare for the PSAT and Pre-ACT by reviewing on Khan Academy and focusing on finishing the year strong academically in your classes.
- Volunteer or work part-time;
- Participate in extracurricular activities, clubs, community organizations, and athletics.
- Update your Academic and Career Plan in Naviance by completing the 9th grade self-discovery activity with your school counselor.

10th Grade

Investigate

- Career options.
 - What are you interested in and curious about?
 - What do you like to do in your free time?
- College entrance requirements at most competitive colleges include:
 - English (4 units);
 - Social Studies (4 units);
 - Science (3-4 units);
 - World Language (3-4 units);
 - Mathematics (3-4 units, at least up to Algebra II); and
 - Fine/Practical Arts1Electives (with a focus).

- The cost of post-secondary education; and
- AP/IB/AICE and Dual Enrollment course offerings.

Create

- Update your personal portfolio/academic resume throughout the school year.
- Update your program of study for high school.
 - What courses might you want to take next year? (Consider rigor.)
- Create a resume using the Naviance Student Program.
- Update and modify your personal and academic goals as needed.

Action

- Continue to take challenging courses in subjects that you can thrive in.
- Meet with your school counselor to evaluate your current performance as it pertains to future goals.
- Further strengthen your financial literacy regarding post-high school life and education.
- Search and apply for scholarships.
- Read as much as you can from a variety of materials.
 - What careers have yet to be invented?
 - What are you curious about?
 - What are your strengths and areas for growth?
- Attend college visits, ask about majors, student life, scholarships, and the values of the institution.
- Take the PSAT and/or Pre-ACT tests.
- Consider taking the ASVAB for further career investigation.
- Volunteer or work part-time.
- Participate in extracurricular activities.
- Stay involved in your school and community.
- Update your Academic and Career Plan in Naviance by completing the 10th grade self-discovery activity with your school counselor.

11th Grade

Investigate

- College options and the application process;
- Review [NAIA](#) and [NCAA](#) eligibility information for potential college athletes;
- Personal traits and how they relate to future plans; and
- Should I take the ASVAB for career investigation?

Create

- Update personal goals.
- Update personal portfolio.
- Finalize and update your resume in the Naviance Student Program.
- Create a list of colleges that meet your interests, needs, and goals.
- Update your program of study for high school.
 - What courses might you want to take next year? (Consider rigor in your strength areas.)
 - AP/IB/AICE and Dual Enrollment course offerings.

Action

- Continue to take challenging courses to include AP/IB/AICE.

- Take the PSAT in the fall of your junior year.
- Take the SAT or ACT in the Spring of your junior year. Remember, SAT preparation is free at the [Khan Academy website](#).
- Further strengthen your financial literacy regarding post-high school life and education.
- Research net price calculators on college websites to anticipate the expected costs. Have a family discussion regarding college financial budget goals and monthly/annual expenses.
- Search and apply for scholarships. Notice college specific scholarships and deadlines.
- Form relationships with teachers and determine who you may ask for a letter of recommendation. Consider who has seen you contribute to the educational process/team.
- Participate in extracurricular activities and consider options for leadership within organizations.
- Attend college fairs and visits.
- Visit trade schools.
- Shadow career professionals in fields that you are interested in.
- Visit college campuses during spring break. Chat with college students home from spring break/for the summer.
- Draft college application essay prompts to help colleges better know you, your story, and your dreams.
- Meet with your school counselor to update your Academic and Career Plan, complete your 11th grade self-discovery assessment, and begin to finalize your post-secondary plan.

12th Grade

Investigate

- College entrance requirements;
- College application deadlines;
- Honors Programs;
- College specific scholarship deadlines;
- Financial aid deadlines;
- Scholarship options: local, organizations, PWCS SPARK, college specific, major specific, needs based, and merit based;
- College majors; and
- Internships and research opportunities;
- Community College options with guaranteed admission for transfer; and
- Consider taking the ASVAB for career investigation or military enlistment.

Create

- Update your personal portfolio throughout the school year.
- Finalize your academic resume using the Naviance Student Program.
- Finalize your personal goals.
- Finalize list of colleges, deadlines, and college specific scholarship applications/deadlines.
- Budget for college.

Action

In June-August:

- Prepare for the SAT / ACT. Remember, preparation is free at the [Khan Academy website](#).
- Practice completing online applications.
- Practice college essays and ask family, friends and teachers to review your writing.
- Decide if you will apply to college early.
- Work part-time or intern.
- Volunteer.
- Finalist your college list.

In September:

- Meet with your school counselor for your senior interview.
- Register for the fall SAT / ACT tests.
- Create your plan and schedule to complete applications, essays, transcript, and letter requests meeting application deadlines.
- Request recommendations from teachers via email and through Naviance.
- Use your application to request letters from community members or former PWCS employees.
- Search and apply to scholarships including college specific scholarship applications/deadlines.

In October-December:

- Complete the Free Application for Federal Student Aid (FAFSA) with your parents/guardian.
- If needed, take the SAT I, SAT II, and/or ACT again.
- Request recommendations from teachers, counselors, and community members as needed.
- Submit college applications prior to the deadline.

In January-March:

- Complete scholarship applications with organizations, in Naviance, and with PWCS SPARK. Be sure to check college specific scholarship database.
- Continue to apply to colleges, summer internships, apprenticeship programs, and jobs.

In April:

- Review college acceptance decisions.
- Review financial aid award letters/packages. Discuss with college financial aid offices as needed.
- Finalize your post-high school plan.
- Notify your selected school of commitment and submit a deposit check.
- Study for AP / IB / AICE exams and Dual Enrollment final exam/projects.
- Apply to Northern Virginia Community College if that is your chosen path.
- Consult with your NOVA transition counselor to identify your math and English class placement, any needed remediation, or finalize fall class schedule.
- Continue applying to local scholarships posted in Naviance and PWCS SPARK.

In May:

- Take AP / IB / AICE exams.
- Send thank you notes to people who wrote letters of recommendation and any scholarship organizations.
- Celebrate your chosen post-high school plan on decision day.
- Complete the PWCS Senior Survey and inform your college and career counselor of any scholarships you have been offered by completing the scholarship survey.

In June:

- Prepare for graduation.
- Register for college courses.
- Pay for enrollment to secure your schedule/housing.
- Continue to strengthen your financial literacy regarding post-high school life and education.
- Complete apprenticeship/job applications and interviews. Ask about benefits, schedule, and opportunity for growth.

In July-August:

- Participate in any summer orientation program available at your school of choice.
- Finalize financial aid arrangements.
- Create personal budget.
- Prepare to complete the Free Application for Federal Student Aid (FAFSA) with your family again for the next school year. This should be completed each fall for the following school year.

Counselors Support Post-Secondary Planning

College and career counseling is a process designed to help students better know and understand themselves and the world of work to make career, educational, and life decisions. This is a lifelong process filled with personal changes, situational changes, and unique experiences.

The goal of college and career counseling is to empower students to make decisions and share knowledge while highlighting personal skills/talents to help students make future career and life decisions.

Each PWCS High School has a full-time College and Career Counselor. These highly trained professionals work with the student's school counselor to support the post-secondary planning process. Our school counselors and college and career counselors are trained in supporting the post-secondary planning goals of every student. Students update their Academic Career Plan with the support of their college and career counselor and their school counselors using Naviance and investigate careers, colleges, and opportunities that fit the student's values, interests and goals.

Academic advising is the process where school counselors meet with students to provide feedback in aligning the student's program of study in high school with the student's goals and interests. This collaborative process is transparent to families through ParentVUE, and college and career planning through Naviance.

A collaborative working relationship between students, families and our college and career counselors and school counselors is key to supporting the whole student's future goals. Students are encouraged to meet with their college and career counselor or school counselor throughout the school year and to utilize the resources available.