

SCHOOL COUNSELOR & CAREER COACH CHECKLIST

For students:

- Create a school culture where all students can succeed in college, career and life.** Your guidance can help students see realistic goals for them.
- Provide student checklists to help students stay on track to be college and career pathway ready.** Download the SFEC checklists or visit Select Dakota.
- Help students learn how to locate resources to be career and college ready. Provide a variety of career assessments and career exploration for students.** Students will benefit from this by making informed decisions aligned to their skills and personality.
- Organize visits to colleges, technical schools, college fairs, and businesses with apprenticeships.** This includes inviting representatives to your school.
- Connect students to school and community resources to break down barriers so that they can make successful transitions from high school to college/career.**
- Help students create a plan of study that will meet in-state college requirements for acceptance and/or industry and technology certifications.**
- Help students enroll in dual enrollment classes and/or AP classes.** Dual enrollment and AP classes help students earn college credit while in high school and help them explore a variety of careers.
- Encourage students to build their activities resume.** This includes clubs, career camps, and volunteer work. These activities will make them stand out on a college and/or employment application.
- Host a FAFSA event for seniors and families after October 1.** Encourage students to come even if they are not sure what their plans will be for next year.
- Encourage students to take ACT/SAT/ASVAB even if they are unsure about their future plans.** This could include helping them sign up and remembering deadlines.
- Encourage students to take the National Career Readiness Certification (NCRC).** Students will identify areas for growth, identify careers that require similar strengths as their own, and give them an edge over other applicants for a job or scholarship.
- Provide students with postsecondary affordability planning.** Talk to students about college costs, paying for college, financial aid, and scholarships.
- Guide students through the college application process.** This would include all deadlines for applications and documentation and verification.

SOUTH DAKOTA

STATEWIDE FAMILY ENGAGEMENT CENTER



For Families and Community:

- Provide families with checklists and all information to assist their students for college and career pathways.
- Create school/community events to provide parents information about college, careers, and financial aid. These events also can help parents get involved in academic and career planning with their child.
- Teach parents how to locate resources to assist their students to be college and career ready.
- Reach out to parents to make them aware of their role in supporting their children in extracurricular and enrichment activities. This could include teaching families how to create an activity calendar for planning and scheduling.
- Host a FAFSA event for seniors and families after October 1. Send out a checklist of all financial information that the families will need prior to completing the FAFSA.
- Encourage parents to discuss career assessments' results and to provide support for the student's future plans.
- Keep parents informed of ACT/SAT/ASVAB tests and help them obtain fee waivers if necessary. The parent's role will support their student in preparing and meeting deadlines and dates and times.
- Provide families with information about paying for postsecondary options. This includes information about college costs, different options for paying for college, financial aid, and scholarships.

Sources: High School Counselor's Guide (NOSCA). Retrieved August 13, 2020, from https://secure-media.collegeboard.org/digitalServices/pdf/nosca/11b-4151_HS_Counselor_Guide_web.pdf