



CAREER PLAN

HIGH SCHOOL CAREER PLAN BEST PRACTICE

CONNECTING PEOPLE WITH CAREERS

CAREER PLAN CHECKLIST

The items below are considered best practices for a high school career plan. Each school district may add additional career exploration activities or experiences to best fit district requirements.

PROCESS

Each district will determine the staffing and scheduling model that best meets student career planning needs.

9TH GRADE

- Specific Career(s) of Interest
- Career Cluster
- Personal Interests
- Personal Skills (essential workplace skills - CRL! High 5)
- High School Courses Related to Career Goal (Update course & credential plan annually)
- Post-Secondary Education & Training Goal (Military, College, Workforce, Credentials, etc.)
- Next Steps Short-Term (Examples may include but are not limited to)
 - Job Shadow
 - Business & Education Tours
 - Career Speakers
- Next Steps Long-Term (Examples may include but are not limited to)
 - CTC (11th & 12th Grade)
 - Co-Op (Grade Level Here)
 - Pre-Apprenticeship / Apprenticeship
 - Internship (Grade Level Here)
 - Dual Enrollment

10TH GRADE

- Specific Career(s) of Interest
- Career Cluster
- Personal Interests
- Personal Skills (essential workplace skills - CRL! High 5)
- High School Courses Related to Career Goal (Update course & credential plan annually)
- Post-Secondary Education & Training Goal (Military, College, Workforce, Credentials, etc.)
- Next Steps Short-Term (Examples may include but are not limited to)
 - Job Shadow
 - Business & Education Tours
 - Career Speakers
- Next Steps Long-Term (Examples may include but are not limited to)
 - CTC (11th & 12th Grade)
 - Co-Op (Grade Level Here)
 - Pre-Apprenticeship / Apprenticeship
 - Internship (Grade Level Here)
 - Dual Enrollment
 - PSAT & SAT





11TH GRADE

- Specific Career(s) of Interest
- Career Cluster
- Personal Interests
- Personal Skills (essential workplace skills - CRL! High 5)
- High School Courses Related to Career Goal (Update course & credential plan annually)
- Post-Secondary Education & Training Goal (Military, College, Workforce, Credentials, etc.)
- Next Steps Short-Term (Examples may include but are not limited to)
 - Job Shadow
 - Business & Education Tours
 - Career Speakers
- Next Steps Long-Term (Examples may include but are not limited to)
 - CTC (11th & 12th Grade)
 - Co-Op (Grade Level Here)
 - Pre-Apprenticeship / Apprenticeship
 - Internship (Grade Level Here)
 - Dual Enrollment
 - PSAT, SAT, ACT
 - Credentials

12TH GRADE

- Specific Career(s) of Interest
- Career Cluster
- Personal Interests
- Personal Skills (essential workplace skills - CRL! High 5)
- High School Courses Related to Career Goal (Update course & credential plan annually)
- Post-Secondary Education & Training Goal (Military, College, Workforce, Credentials, etc.)
- Next Steps Short-Term (Examples may include but are not limited to)
 - Job Shadow
 - Business & Education Tours
 - Career Speakers
- Next Steps Long-Term (Examples may include but are not limited to)
 - CTC (11th & 12th Grade)
 - Co-Op (Grade Level Here)
 - Pre-Apprenticeship / Apprenticeship
 - Internship (Grade Level Here)
 - Dual Enrollment
 - SAT & ACT
 - Credentials

HIGH SCHOOL EDUCATION PLAN

School counselors may use this template to make a course plan to support individual student career goals. They may also use it to track courses and credits earned.

Required	9th	10th	11th	12th
English __ Credits				
Math __ Credits				
Science __ Credits				
Social Studies __ Credits				
P.E. + Health __ Credits				
Electives __ Credits				
Humanities __ Credits				

