

GuidedPath's Academic Year Implementation Guide for School

PRIOR TO AUGUST

GuidedPath:

- All students are uploaded into GuidedPath
- Student profiles started
- Includes GPA, weighted and/or unweighted?

AUGUST

School Objective:

- Introduction of GuidedPath at Open House
- Make up presentation for parents/students on GuidedPath
- Schedule and start quarterly meetings with 9th-10th graders
- Schedule and launch Senior Seminar series

Goals:

- For each student to set goals for the academic year
- To have each student & parent create user name, password and log into GuidedPath
- To have each student upload picture, and complete their profile in GuidedPath
- Creating portfolios for each student. Resumes, Core Academic Plans, High School activity lists and more can be saved in GuidedPath through Dropbox
- To have students complete next steps as outlined by grade level
- Engage parents through their parent accounts in GuidedPath

All grades:

- Setting Up GuidedPath Accounts
 - Assign students to upload picture, enter cell phone information and other information as needed to complete own profile in GuidedPath (covered in Get Started powerpoint and can be sent in email as assignment).
 - Assign students to add in family and any connections as needed
 - Create a folder for each student in Dropbox (or other document sharing tool in GuidedPath) and assign students to upload a document to their folder via assignment or a message.
- Launching Students in GuidedPath
 - Assign students to take Getting 2 Know U ice-breaker custom survey (see example in Appendix or view in GuidedPath knowledge base) in GuidedPath prior to meetings with students. Review results of custom survey with students at meeting.
 - Review year's curriculum: Are you on track with your classes? Other?
 - Students set academic and other goals, and record them in custom survey in GuidedPath or upload form into own portfolio folder in GuidedPath.
 - Can complete course plans and upload into GuidedPath (or set up course plans as custom survey to be completed online.)
 - Assign students to take Find My Spark Survey in GuidedPath (students)

12th grade:

- Start Senior Seminar Series
 - Use GuidedPath in Senior year to manage College Planning, Application and Decisions

- o Put seniors on fast track in GuidedPath to get them set up and ready for the year. Use GuidedPath Checklist (see appendix)

SEPTEMBER

School objective:

- Schedule and start quarterly meetings with 11th graders
- Record notes from meetings in GuidedPath for future reference
- Continue Senior Seminar series
- Prepare for College/Career Fairs

Goals:

- For 11th graders to plan & set goals for the year
- For 11th graders to start preparation for standardized tests
- For all students to get the most out of the college/career fairs possible
- For all students to have a successful launch of their academic year
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Focus on Careers/Majors Research
 - o Review Find My Spark results to understand personality type
 - o Use Find My Spark results to explore college types that match their personality
 - o Use Find My Spark results to explore majors that match their personality type
 - o Assign students to research 1 major
 - o Assign students to research 1 college
 - o Students learn more about selected major/college at college/career fairs
 - o Students upload assignment into GuidedPath portfolio with results of research and experience at the college fair
- Focus on Activities/Resume
 - o Students start and update high school activities list in dropbox/online portfolio via assignment or message
 - o Students set goals for activities for the year.
- Option: ACT Profile
 - o Set up free ACT Profile using link in GuidedPath.
 - o Assign students interest inventories to take in ACT Profile
 - o Students can start a portfolio in ACT Profile to use

11th Grade

- Focus on College Search
 - o Use GuidedPath Powerful search tool (rated as the most powerful search tool on the market) to view side by side comparisons of multiple fields on many colleges.
 - o Use Interactive profiles, graphs, videos and more in GuidedPath to learn about higher education options.
 - o Students can update Portfolios within GuidedPath or ACT Profile to reflect growing skills and interests.
 - o Encourage and enable students to conduct first searches of colleges or programs using GuidedPath Search tools, compare schools, and add colleges/programs to "Interested" list or "My Colleges" list.
- Focus on Standardized Testing
- Preparation for PSAT or other standardized tests in October.
- Focus on College Affordability
 - o Have parents complete College Affordability Shaper (CAS)
 - o Include information about college affordability in student/parent meetings

12th grade:

- Focus on College Search
 - Use GuidedPath Powerful search tool (rated as the most powerful search tool on the market) to view side by side comparisons of multiple fields on many colleges.
 - Use FISKE Guide, interactive profiles, graphs, videos and more in GuidedPath to learn about higher education options.
 - Use GuidedPath to add colleges to “Interested” and “My Colleges” list
 - Students can update Portfolios within GuidedPath or ACT Profile to reflect growing skills and interests.
 - Encourage and enable students to conduct first searches of colleges or programs using GuidedPath Search tools, compare schools, and add colleges/programs to “Interested” list or “My Colleges” list.
- Focus on Standardized Testing
 - Prepare for standardized tests in October-November-December.
 - Using standardized test scores, students can view how their test scores compare to the college’s enrolled student range of scores using Competitive Student Quotient (CSQ) gauges.
 - Enter dates into GuidedPath to create a testing schedule. Registration emails or texts will be sent before registration deadlines, reminding students to register.
 - Students should check GuidedPath calendars regularly for upcoming test dates.
- Focus on College Essays
 - Use GuidedPath essay tool The College Essay Guy™ to brainstorm ideas and learn how to write the college essays.
 - Use GuidedPath to view essays for colleges in college profiles.
 - Select 1 essay question to start writing on.
 - Do session in Senior Seminar or series of sessions to learn more about how to write essays.
 - Consider having students use curriculum offered by The College Essay Guy™ through his website.
- Focus on Recommendations
 - Have students request recommendations from selected teachers.
 - Students should give teachers a resume or brag sheet, and deadlines, when requesting recommendations.

OCTOBER

School objective:

- Hold quarterly meetings with 9th-10th graders and parents
- Record notes from meetings in GuidedPath for future reference
- Schedule quarterly meetings using GuidedPath calendar
- Continue Senior Seminar series covering topics of interest
- Create and pull testing schedule from GuidedPath

Goals:

- For students to be prepared and registered for TESTS
- For students to take tests (Explore, PSAT, ACT/SAT workshop) successfully
- For seniors to be prepared for College Prep day
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Focus on Careers/Majors Research
 - Students report on their 1 major research

- o Students report on their 1 college research
- Focus on Activities/Resume
 - o Students update high school activities list in dropbox/online portfolio via assignment or message
 - o Students update goals for activities for the year.
- Option: ACT Profile
 - o Use social aspect of ACT Profile

11th grade

- Students continue exploring colleges using GuidedPath
- Students take College Match Survey
- Students take custom survey for 11th grade (using custom survey tool in GuidedPath).
- Student start test preparation
- Students start planning for summer (programs, classes, travel, other)

12th grade

- Focus on Surveys
 - o Take College Match survey in GuidedPath. Use results to finalize “My College” list
- Focus on preparing for college applications
 - o Finalize “My College” list in GuidedPath
 - o Set up application plans in GuidedPath, including application deadlines
 - o Counselor approve application plans
 - o Students receive recommendations back from teachers
 - o Counselor works on student recommendations
 - o Senior seminar includes worksheet on Common Application or setting up Common Application account
 - o Students finalize college essays
 - o Students have Oct test scores sent to colleges on “My Colleges” list and mark complete on GuidedPath
 - o Students record Sept or Oct test scores in GuidedPath
 - o Students prepare and submit application by early deadlines at the end of October/Nov. 1
- Focus on College Affordability
- Have parents complete College Affordability Shaper (CAS)
- Include information about college affordability in student/parent meetings
- Students identify MERIT scholarships at universities through GuidedPath

NOVEMBER

School objective:

- Continue Senior Seminar Series
- Hold quarterly meeting with 11th graders (with parents)

Goals:

- Academic performance check for final stretch of this semester
- Students check on goals/update goals
- Seniors finish college applications, testing & start preparing for financial aid applications
- Combat senioritis
- Meet student and parent needs through quarterly meetings
- Record parent/student meetings in Advisor notes in GuidedPath
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Complete custom surveys as needed in GuidedPath

- Input any test scores needed into GuidedPath
- Check GuidedPath profile; is it up to date?
- Update resume?

11th grade:

- Juniors narrow choices down for summer programs.
- Meet with counselor; discuss college and career plans, update as needed

12th grade:

- Students check on progress toward completing applications in GuidedPath/Progress section.
- Students complete ALL college applications before Christmas break.
- Students double check status on recommendations, test reports and other materials needed by the school and record in their GuidedPath accounts

DECEMBER

School objective:

- Senior seminar series (gauge need for additional group meetings for second semester)
- Motivational activity/assembly?
- Motivational activity/assembly to combat senioritis?

Goals:

- Student have all sections of GuidedPath updated
- Students rely on GuidedPath for more routine functions; saving counselor and student time
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Students record test scores from Oct. tests in GuidedPath
- Students update all sections of GuidedPath
- Students track upcoming tasks in GuidedPath

11th grade

- Students continue research of colleges using GuidedPath's Guided Search tool
- Students keep research notes in Discussions section of GuidedPath
- Students plan college visits for the spring/summer

12th grade

- Students (who qualify as American citizens) can request PIN for parents and selves
- Meet with parents to review/update College Affordability Shaper
- Review merit scholarship availability at schools on college list
- Ensure merit scholarship applications are started (as needed)
- Take last standardized test (as appropriate)

JANUARY

School objective:

- Hold quarterly meetings with 9th & 10th graders
- Record notes on meetings in Advisor notes in GuidedPath

Goals:

- Successful start to second semester
- Students continue to do well, or receive support if needed
- Start gearing up for the next academic year

- Realign projects/expectations as needed
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Update resumes in GuidedPath or ACT Profile
- Update testing outcomes in GuidedPath

8th grade

- 8th grade parent night

9-10th grade

- Students review involvement on campus
- Students update GuidedPath account

11th grade

- Students prepare to start on college essays using The College Essay Guy™ information in GuidedPath.
- Students find examples of essay topics in GuidedPath college section
- Saturday- SAT test date

12th grade

- File financial aid forms as appropriate
- File merit scholarship forms as appropriate
- Students stay strong academically for the final home stretch

FEBRUARY

School objective:

- Meet with 8th grade students & parents (4 year plan & intro to GuidedPath)
- Hold quarterly meeting with 11th graders
- Record meeting in Advisor Notes in GuidedPath
- 2015-16 scheduling for current students (9th-11th)
- Use academic form in GuidedPath, or in portfolio

Goals:

- Prepare for spring testing schedule
- Prepare seniors for transition
- Prepare parents for transition
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Content/counseling as needed

12th grade

- Students record admissions in GuidedPath
- Students and parents can compare scholarship and financial aid awards in GuidedPath

MARCH

School objective:

- Continue to promote self-empowerment of students and parents through using GuidedPath
- Improving communication quality and frequency using GuidedPath

- Send out counseling newsletter, update

Goals:

- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Check for communications from counseling office through GuidedPath
- Prepare for spring break mission trips and other activities

APRIL

School objective:

- Hold quarterly meeting with 9th & 10th grade students
- Record meeting in Advisor notes
- Schedule meetings using GuidedPath

Goals:

- Have seniors finish strong
- Have juniors coming back from college tours
- Have younger students engage in GuidedPath through assignments, appointments or other means
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

11th grade

- Have students work on first or second draft of essays
- Have students visit college/university
- Have students review CSQ gauges; are they still on track for yellow or green admissions.

12th grade

- Make senior night plans
- Complete all registrations for graduation
- Make final decision on graduation plan or college for next year
- Students be ready to submit decision to enroll by May 1

MAY

School objective:

- Meet with students/parents individually as needed

Goals:

- Finish school year strong
- Have meaningful graduation
- Start successful gear up for next year
- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

All Grades:

- Enjoy end of year celebrations
- Finalize schedules for students for next year (grades 9-12)
- Plan to enjoy graduation

11-12th grades:

- SAT test (Subject and regular)
- AP Exams
- Senior Transition

12th grade:

- Finalize all college information: admissions and enrollment decision, in GuidedPath

JUNE

School objective:

- End year with a bang!

Goals:

- Encourage parents to stay informed through viewing student records in GuidedPath
- Enhance communication channels with students through use of GuidedPath messaging, reminders & notifications (both mobile and email)

Appendix

- Getting 2 Know U template
- GuidedPath Senior Checklist
- Student Manual for GuidedPath
- GuidedPath Launch Email