

ELEMENTARY SCHOOL GOAL:

Help All 5th Graders Enter a Best-Fit, Quality Middle School

The K-5 Specialist should select this goal for all upcoming 5th graders, starting in the summer before they start 5th grade.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Meet with the student and family to explain the importance of the Middle school selection process and the Elementary School Specialist's role in helping them develop a list of	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist student and family with developing a preliminary list of schools in line with the student's interests, preferences, and performance (refer to Guide if needed)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit at least one Middle school with student (including a virtual visit) or coordinate visit(s) with case planner/family to ensure students visits at least one school	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Check student's online application as soon as available to ensure demographic information is accurate	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Review student's application and list of schools before it is submitted; <i>Ensure there are no low-performing schools or schools that are not a match on the list</i>	<input type="radio"/> YES <input type="radio"/> NO		**Enter list of schools on reverse
<input type="radio"/> Check the commute time, school safety rate, and the graduation rate (as a benchmark, the citywide rate is 76%);	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Ensure student and family submits completed application by the December deadline	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Check in with student and family when they receive their offer letter (usually in March); Once the school selection is finalized, enter the school in the "Middle School Selection Form"	<input type="radio"/> YES <input type="radio"/> NO		School Attending:

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Attend Middle school fair with student, or coordinate visit with case planner/family to ensure student's attendance	<input type="radio"/> YES <input type="radio"/> NO		Date Attended Middle School Fair:
<input type="radio"/> Meet with student's guidance counselor to discuss their application	<input type="radio"/> YES <input type="radio"/> NO		Meeting Date:
<input type="radio"/> Help student complete their portfolio (if applying to a visual arts school)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Help student prepare, sign up for, and attend an audition (if applying to a performing arts school)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Complete charter school application(s)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Schedule school interview and/or assessment (if required)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor student's placement on waitlists	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Celebrate acceptance into desired school/program	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

If the Elementary School Specialist reviewed the student's application and list of schools before submission AND ensured there were no low-performing schools or schools that were not a match on the list, goal is complete.

NOTE: If the student is waitlisted, wait until they know what school they will be attending before closing out this goal

GOAL TRACKING

START DATE: _____

Did student get into one of top 3 selected schools? ☐ YES ☐ NO

NOTES:

STUDENT NAME: _____

Did student get into one of top 5 selected schools? ☐ YES ☐ NO

SPECIALIST: _____

Most recent graduation rate of middle school student will attend: ____%

MIDDLE SCHOOL	NOTES

ADDITIONAL NOTES