

HIGH SCHOOL GOAL:

Complete school year promoted with 10+ credits*

Complete this worksheet if the young person is enrolled in high school.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="checkbox"/> Monitor attendance (as frequently as it's provided)***	<input type="checkbox"/> YES <input type="checkbox"/> NO		Attendance Rate:
<input type="checkbox"/> Monitor grades (at least 2x a year, or as frequently as it's provided)***	<input type="checkbox"/> YES <input type="checkbox"/> NO		Grades: GPA:
<input type="checkbox"/> Speak to/meet with the guidance counselor/staff regarding young person's attendance or performance (minimally 1x each semester)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Provide weekly coaching, support, and encouragement around school persistence (text, call, or meet student)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Monitor student's transcript at end of each semester***	<input type="checkbox"/> YES <input type="checkbox"/> NO		

***Add Attendance Rate, Grades, GPA, Grade Promotion Status, Regents Exam Score, Credits Earned to reverse

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="checkbox"/> Refer student to tutor	<input type="checkbox"/> YES <input type="checkbox"/> NO		Tutor's Name:
<input type="checkbox"/> Follow-up with tutor on performance	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Work with young person to improve attendance; coach young person, text/call young person in the mornings	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Help young person re-engage/understand why school is important by connecting them to a peer group or credible messenger	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Help young person re-engage/understand why school is important by connecting them to an extracurricular program or experience in line with their interests to build self-esteem & help them envision pathway	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Help young person have a "breakthrough moment" by taking them on a trip or engaging in a new experience that broadens their horizons	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Create a study plan	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Encourage young person to attend Regents exam prep	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Work with school and young person to prevent suspensions	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Help young person enroll in summer school, if needed	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Update foster parent or caregiver on performance; encourage them to provide support	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> If student is struggling, read <i>Section 18 D of Manual</i> for guidance, and evaluate whether the school is a good fit and if the student could benefit from a school transfer; consult the youth, your Supervisor, the school, parent(s), and Case Planner if considering a transfer **	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Request that the school submit an evaluation for an IEP or 504 Plan (requires parent's consent)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Other:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

For additional space, please see reverse side.

***ONCE GOAL IS COMPLETED:** Select this goal again until the student is 1 year away from graduating

- Then proceed to "Obtain High School Degree" goal on High School Goals Roadmap

****IF STRUGGLING AND SCHOOL IS NOT A GOOD FIT:** Proceed to "Transfer student to a better-fit high-school setting" goal on High School Goals Roadmap and begin worksheet on **page 33**

GOAL TRACKING			
START DATE: _____	GOAL COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____	NOTES:
YOUTH NAME: _____	PROMOTION STATUS: _____	# OF CREDITS EARNED: _____	
COACH: _____	<input type="checkbox"/> GOAL CHANGED	DATE: _____	NEW GOAL: _____

ATTENDANCE RATE	DATE	NOTES

GRADES & GPA	DATE	NOTES

TRANSCRIPT NOTES	DATE	NOTES
CREDITS EARNED, REGENTS EXAMS PASSED, GRADE PROMOTION STATUS	Track transcript at end of semester*	

*For students on a semester schedule: **February & July**. For students on a trimester schedule: **December, March, & July**.

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Other:			

ADDITIONAL NOTES