

MIDDLE SCHOOL GOAL:

Help all 8th graders enter a best-fit, quality high school

(by providing individualized assistance with the high school selection process)

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Meet with the student/family to explain the process and develop preliminary list of schools in line with the student's interests, preferences, and performance	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit at least one high school with student, or coordinate visit with case planner/family to ensure student's attendance	<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	<input type="radio"/> YES <input type="radio"/> NO		**Enter list of schools on reverse
<input type="radio"/> Ensure student/family submits completed application by the December deadline	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Check in with student/family when they receive their offer letter in March	<input type="radio"/> YES <input type="radio"/> NO		School Attending:

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Attend high school fair with student, or coordinate visit with case planner/family to ensure student's attendance	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Meet with student's guidance counselor to discuss their application	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Arrange tutoring for Specialist High School Admissions Test prep in the Spring/summer	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Ensure student signs up for Specialist High School Admissions Test with their guidance counselor in September and attends testing date in October	<input type="radio"/> YES <input type="radio"/> NO		
<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 the 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"/> Schedule school interview and/or assessment (if required)	<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"/> Monitor student's placement on waitlists	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Submit timely appeal (if needed)	<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		

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 high school student will attend: ____%

HIGH SCHOOL	NOTES

ADDITIONAL NOTES