

# HIGH SCHOOL GOAL:

## Complete School Year Promoted to Next Grade Level

FOR YOUTH IN GRADES 9, 10, 11

Select this goal if the young person is enrolled in any type of high school where they will receive a diploma, including a district, charter, private/parochial school, etc. (If the student is alternately assessed and will not obtain a high school diploma, select the goal "Complete School Year with 85%+ Attendance and Mastery of IEP Goals".)

| REQUIRED STEPS (COMPLETE ALL)  | COMPLETED?   | DATE | PROGRESS NOTES  |
|--|--|------|---|
| <input type="radio"/> If student is learning virtually/hybrid: Ensure student has access to a functioning device and is set up for virtual learning  | <input type="radio"/> YES <input type="radio"/> NO |      |   |
| <input type="radio"/> Monitor Attendance***  | <input type="radio"/> YES <input type="radio"/> NO |      |   |
| <input type="radio"/> Visit school** at least once per term to meet with the guidance counselor or other school staff regarding young person's performance, plans, and needs. (ideally student will attend meeting). | <input type="radio"/> YES <input type="radio"/> NO |      |   |
| <input type="radio"/> Monitor grades during first term (if student is struggling, review potential steps for ways to provide support)***   | <input type="radio"/> YES <input type="radio"/> NO |      |   |
| <input type="radio"/> Monitor grades during second term (if student is struggling, review potential steps for ways to provide support)***  | <input type="radio"/> YES <input type="radio"/> NO |      |   |
| <input type="radio"/> Provide weekly coaching and support  | <input type="radio"/> YES <input type="radio"/> NO |      | Enter notes into CONTACTS section                                 |
| <input type="radio"/> Monitor student's transcript at end of FIRST term. ***   | <input type="radio"/> YES <input type="radio"/> NO |      | To document credits and GPA, see HIGH SCHOOL CREDITS AND GPA form |
| <input type="radio"/> Monitor student's transcript at end of the school year***  | <input type="radio"/> YES <input type="radio"/> NO |      |   |

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

\*\*See [Manual Section 18C, Information About First School Visit](#) and [High School Graduation Checklist](#) and [High School Graduation Options for Students with Disabilities](#) and [High School Promotion and Graduation Requirements](#)

| POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)   | COMPLETED?   | DATE                    | PROGRESS NOTES  |
|--|--|-------------------------|---|
| <input type="radio"/> Refer student to tutor   | <input type="radio"/> YES <input type="radio"/> NO | Date Referral Submitted | Tutor's Name:   |
| <input type="radio"/> Follow-up with tutor on performance at least monthly   | <input type="radio"/> YES <input type="radio"/> NO |                         | Enter tutoring sessions and notes in CONTACTS section |
| <input type="radio"/> Work with young person to improve attendance; coach young person, text/call young person in the mornings   | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Help young person re-engage/understand why school is important - connect them to a peer group or credible messenger  | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Help young person re-engage/understand why school is important - connect them to an extracurricular program or experience in line with their interests to build self-esteem & help them envision pathway                 | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> 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="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Create a study plan  | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Encourage young person to attend Regents exam prep   | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Work with school and young person to prevent suspensions   | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Help young person enroll in summer school, if needed   | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Update foster parent or caregiver on performance; encourage them to provide support  | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> If student is struggling and overage/under-credited, evaluate whether student could benefit from a transfer to a GED program (or alternative high school). Discuss with student, school staff, parent, and case planner. | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Request that the school submit an evaluation for an IEP or 504 Plan (requires parent's consent)†   | <input type="radio"/> YES <input type="radio"/> NO |                         |   |
| <input type="radio"/> Other: For additional space, please see reverse side.  | <input type="radio"/> YES <input type="radio"/> NO |                         |   |

\* See [Fair Futures Manual Section 18D](#) and [Appendix F8: Alternative Pathways to High School Graduation](#)

† See [Appendix F3: Special Education Consent Chart](#) and [Appendix F20: Section 504 Guide](#)

### \*ONCE GOAL IS COMPLETED:

- If the student will be in Grade 9, 10, or 11 during the upcoming school year: select this goal again ("For Youth in Grades 9, 10, 11: Complete School Year Promoted to Next Grade Level"). Continue selecting this goal until the student completes the 11th grade.
- Once the student is enrolled in Grade 12: select "Obtain High School Diploma."
- If the student transferred schools during the school year: select "Transfer Student into a Better-Fit High School Setting".
- If the student drops out: select "Re-engage and Re-enroll in a Best Fit High School / GED Program".

| GOAL TRACKING                            |   | If the student attends summer school, wait until it is over before closing the goal. |   |
|--|---|--|---|
| START DATE: _____                        | If the student was promoted, select "Completed Goal".<br>If the student transferred schools during the school year or student leaves high school, select "Did Not Complete" and include the reason. |  |   |
| YOUTH NAME: _____                        | <input type="checkbox"/> COMPLETED GOAL   | DATE: _____  | <input type="checkbox"/> DID NOT COMPLETE |
| COACH: _____                             | PROMOTION STATUS: _____   | # OF CREDITS EARNED: _____   | REASON: _____                             |
| <input type="checkbox"/> NEW GOAL: _____ |   |  |   |

|                             |                     |                                |  |
|-----------------------------|---------------------|--------------------------------|--|
| <b>NAME OF HIGH SCHOOL:</b> |                     | <b>TYPE OF HIGH SCHOOL:</b>    |  |
| <b>GRADE LEVEL:</b>         | <b>SCHOOL YEAR:</b> | <b>SCHOOL YEAR START DATE:</b> |  |

Enter the monthly attendance rate using a scale of 1 to 100 with up to 2 decimal places. Do not include the % sign. (For example, attendance of 90.75% should be entered as 90.75)

| ATTENDANCE RATE | DATE | ATTENDANCE RATE | DATE |
|-----------------|------|-----------------|------|
| September       |      | March           |      |
| October         |      | April           |      |
| November        |      | May             |      |
| December        |      | June            |      |
| January         |      | July            |      |
| February        |      | August          |      |

|                            |  |                               |  |
|----------------------------|--|-------------------------------|--|
| <b>TOTAL DAYS PRESENT:</b> |  | <b>TOTAL DAYS REGISTERED:</b> |  |
|----------------------------|--|-------------------------------|--|

| SCHOOL VISIT DATE | NOTES |
|-------------------|-------|
|                   |       |

| FIRST TERM GRADES & GPA  | DATE | NOTES |
|--------------------------|------|-------|
|                          |      |       |
| SECOND TERM GRADES & GPA | DATE | NOTES |
|                          |      |       |

| TRANSCRIPT NOTES | TRACK STUDENT'S TRANSCRIPT AT END OF FIRST SEMESTER* | NOTES |
|------------------|--|-------|
| MID-YEAR STATUS: | DATE:  |       |
| CREDITS ACTUAL:  | CREDITS EARNED:                                      |       |
| GPA:             |  |       |

\*TO DOCUMENT CREDITS AND GPA, USE HIGH SCHOOL AND GPA FORM

| TRANSCRIPT NOTES          | TRACK STUDENT'S TRANSCRIPT AT END OF THE SCHOOL YEAR |
|---------------------------|--|
| END OF YEAR STATUS        | END OF YEAR STATUS DATE                              |
| YEAR-END CREDITS ACTUAL   | YEAR-END CREDITS EARNED                              |
| CUMULATIVE CREDITS ACTUAL | CUMULATIVE CREDITS EARNED                            |
| CUMULATIVE GPA            |  |

| POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE) | COMPLETED? | DATE | PROGRESS NOTES |
|--|------------|------|----------------|
|  |            |      |                |

|                         |
|-------------------------|
| <b>ADDITIONAL NOTES</b> |
|                         |