

HIGH SCHOOL GOAL: Obtain High School Diploma (Local, Regents, or Advanced)

Complete this worksheet if the young person is in Grade 12 or their senior year or has sufficient credits/Regents to graduate that year.

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, support, and encouragement around school persistence (text, call, or meet student)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor student's transcript after the end of the FIRST term.***	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor student's transcript at end of the school year***	<input type="radio"/> YES <input type="radio"/> NO		

***Fill in data points for Attendance Rate, Grades, GPA, Transcript Notes in space provided on reverse.

**See [Manual Section 18C, Information About First School Visit](#) and [Appendix F6: High School Graduation Checklist](#) and [High School Graduation Options for Students with Disabilities](#) and [Appendix F14: High School Promotion and Graduation Requirements](#)

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Work with parent to request Superintendent's Determination - this allows a student with an IEP to graduate with a local diploma even if some Regents aren't passed	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If student is struggling and needs to transfer schools, evaluate whether a GED setting may be appropriate. **	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Work with young person to improve attendance; coach young person, text 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 by connecting 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 by connecting 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"/> 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	<input type="radio"/> YES <input type="radio"/> NO		Enter tutoring sessions and notes in CONTACTS section
<input type="radio"/> Update foster parent or caregiver; encourage them to provide support	<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"/> Appeal Regents exam score	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

For additional space, please see reverse side.

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

*ONCE GOAL IS COMPLETED:

- If the student did not yet obtain a diploma during the upcoming school year, select this goal again ("Obtain High School Diploma (Local, Regents, Advanced Regents)"). Continue selecting this goal until the student obtains a high school diploma.

ONCE A DIPLOMA IS OBTAINED:

- If student is enrolling in college, see [College Goals](#) and select all that apply.
- If student does not want to attend college, see [Career Development Goals](#).

GOAL TRACKING		(If the student attends summer school, wait until it is over before closing the goal).
<input type="checkbox"/> COMPLETED GOAL Student received a High School Diploma (Local, Regents, or Advanced Regents) NOTES:	<input type="checkbox"/> DID NOT COMPLETE Student did not receive a diploma Student transferred schools during the school year Student leaves REASON:	<input type="checkbox"/> GOAL CHANGED NEW GOAL: _____

NAME OF HIGH SCHOOL: <input style="width: 95%;" type="text"/>	TYPE OF HIGH SCHOOL: <input style="width: 95%;" type="text"/>
GRADE LEVEL: <input style="width: 25%;" type="text"/>	SCHOOL YEAR: <input style="width: 25%;" type="text"/>
SCHOOL YEAR START DATE: <input style="width: 50%;" type="text"/>	

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	

TOTAL DAYS PRESENT: <input style="width: 95%;" type="text"/>	TOTAL DAYS REGISTERED: <input style="width: 95%;" type="text"/>
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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: <input style="width: 80%;" type="text"/>	
DATE: <input style="width: 80%;" type="text"/>	
CREDITS ACTUAL: <input style="width: 80%;" type="text"/>	
CREDITS EARNED: <input style="width: 80%;" type="text"/>	
GPA: <input style="width: 80%;" type="text"/>	

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

TRANSCRIPT NOTES TRACK STUDENT'S TRANSCRIPT AT END OF THE SCHOOL YEAR	NOTES
END OF YEAR STATUS <input style="width: 95%;" type="text"/>	END OF YEAR STATUS DATE <input style="width: 95%;" type="text"/>
YEAR-END CREDITS ACTUAL <input style="width: 95%;" type="text"/>	YEAR-END CREDITS EARNED <input style="width: 95%;" type="text"/>
CUMULATIVE CREDITS ACTUAL <input style="width: 95%;" type="text"/>	CUMULATIVE CREDITS EARNED <input style="width: 95%;" type="text"/>
CUMULATIVE GPA <input style="width: 95%;" type="text"/>	

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

ADDITIONAL NOTES
