

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:		TYPE OF HIGH SCHOOL:	
GRADE LEVEL:	SCHOOL YEAR:	SCHOOL YEAR START DATE:	

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:		TOTAL DAYS REGISTERED:	
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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:	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

ADDITIONAL NOTES