

MIDDLE SCHOOL GOAL:

Help All 8th Graders Enter a Best-Fit, Quality High School

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

The Coach should select this goal for all upcoming 8th graders, starting in the summer before they start 8th grade.

Refer to [Appendix F5: High School Selection Guide](#) for additional guidance.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Meet with student & family to explain the importance of the high school selection process & the Coach's role in helping them develop a list of best-fit high schools	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist student and family with developing a preliminary list of schools in line with the student's interests, preferences, and performance (See Appendix F5: High School Selection Guide if needed)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit at least one high school with student (including a virtual visit) or coordinate visit(s) with case planner/family to ensure students visits at least one school	<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; <i>Ensure there are no low-performing schools or schools that are not a match on the list</i>	<input type="radio"/> YES <input type="radio"/> NO		**Enter list of schools on Page 2 of worksheet
<input type="radio"/> Check commute time, school safety rate, & graduation rate (as a benchmark, the citywide rate is 76%)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Ensure student and family submits completed application by the December deadline	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Check in with student and family when they receive their offer letter (usually 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 Specialized 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"/> Complete charter school application(s)	<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"/> 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		

ONCE GOAL IS COMPLETED: If the student is entering Grade 9 in the upcoming school year, discuss with your Supervisor whether they will be moving into the "Coached" or "Non-Coached" group. Your Supervisor will move them accordingly.

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

COACH: _____

Most recent graduation rate of high school student will attend: ____%

HIGH SCHOOL	NOTES

ADDITIONAL NOTES