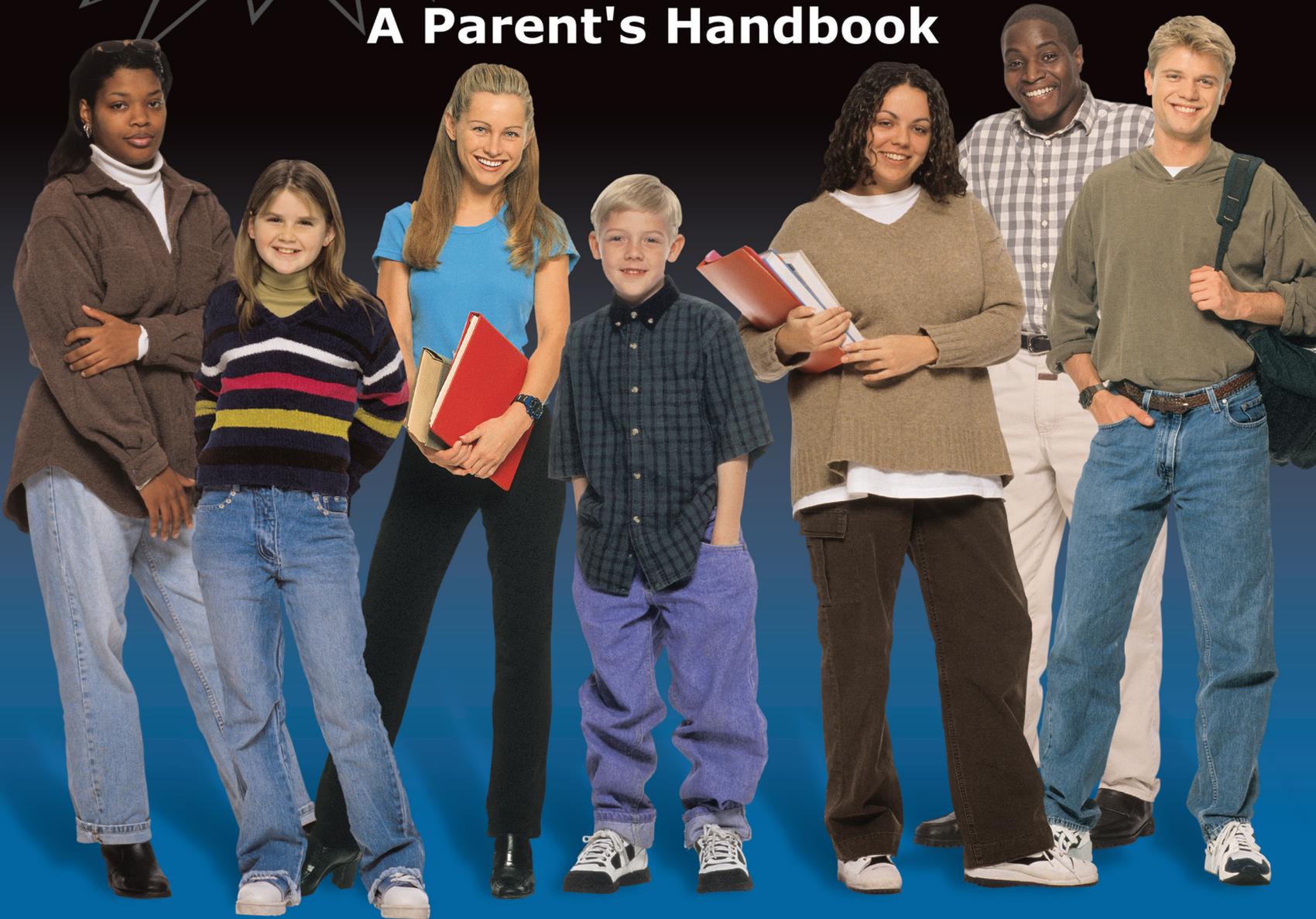


Coaching  
Your Student  
to

SUCCESS

A Parent's Handbook



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NAME

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DATE

## A Message to Parents:

The decisions your student makes during high school will have a direct impact on what will be accomplished after high school. That is why it is so important that students make good, informed decisions now. Above all, pay attention to your student's class schedule every year and

- find out what choice your student made concerning a cluster and concentration;
- find out why that choice was made;
- find out what courses are required of the chosen cluster and concentration; and
- make sure math is included in the class schedule after the 10th grade

Don't postpone your student's exploration of career interests until after high school. College is a very expensive place to try and find a career focus. It is never too early to begin looking at career interests and possibilities with your student. Currently, too many students are not succeeding after high school because they lack career direction. Help your student get a jump start on the future by encouraging job shadowing experiences, career testing to find out areas of interest and ability, and talking with other adults about careers.

Many students and parents focus on getting to college as if it is the goal. Almost half of all students entering college after high school drop out after one semester or one year. Remember, being successful goes beyond being accepted to a college. Help your student be successful by considering all the alternatives and by taking career direction seriously in high school.

I hope this planner provides you with information that will help you and your student develop a good Plan A and Plan B and that it will also help you and your student to make good decisions that will lead your student to a successful future.



Dr. Kathy J. D'Antoni  
Assistant State Superintendent of Schools

# You're The Coach



## Join Your Student's Team!



**Q.** What are the major plays I need to know as a Coach?  
What do I need to do?

**A. As a Coach/Parent, you should:**

**1. Visit the school at least two times a year.**

Attend an open house.

Attend parent-teacher conferences (see locker room checklist, page 73).

**2. Review the school calendar.**

Know the dates progress reports are issued.

Know the holidays.

Know the test dates.

Know the Open House and Parent-Teacher Conference Dates.

**3. Know your student's grade level requirements and schedule of classes.**

If in doubt, ask the school counselor.

**4. If you have questions, don't understand, need more information or are just plain lost in the game of education, don't hesitate to ask a counselor, teacher or principal.**

## My Student's:

Open House Dates: \_\_\_\_\_

Progress Reports Are Due: \_\_\_\_\_

Test Dates:

EXPLORE (eighth grade) \_\_\_\_\_

PLAN (tenth grade) \_\_\_\_\_

WESTEST 2 (seventh, eighth and tenth grade) \_\_\_\_\_

ACT (11<sup>th</sup> or 12<sup>th</sup> grade) \_\_\_\_\_

Writing Assessment (seventh and tenth grade) \_\_\_\_\_

SAT (11<sup>th</sup> or 12<sup>th</sup> grade) \_\_\_\_\_



# You're The Coach



## Know the Other Coaches and Officials

**Q.** I have a question or a problem with a class. Who do I call?

**A. Teacher.** For questions or concerns about course work, always contact a teacher.

**Q.** My child can't get a class they need? Who do I call?

**A. Counselor.** For questions or concerns about standardized test scores, schedules, and overall progress (on track for graduation), contact a counselor.

**Q.** My child was suspended from school or is being bullied. Who do I contact?

**A. Vice-Principal.**

**Q.** I have contacted all the team members above and I still have a problem. Who do I contact?

**A. Principal.**

### My Student's:

Counselor's Name: \_\_\_\_\_

Counselor's Phone Number: \_\_\_\_\_

Vice-Principal's Name: \_\_\_\_\_

Vice-Principal's Phone Number: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Principal's Phone Number: \_\_\_\_\_

School's Main Phone Number: \_\_\_\_\_



# You're The Coach



## Why do students need parents on their team?

As a parent you are the number one influence on your student's career choice. Many of you would like your student to go to college or perhaps your student is thinking of working in a trade or technical field that requires a certificate or two-year degree.

To accomplish either of these goals, your student needs to:

- ✓ Find out information on the college degree your student is seeking, i.e., what are the course requirements, what will be the total cost, and what job opportunities are available for the degree.
- ✓ Find out what jobs are available, how much money your student will earn, if the job requires training beyond high school, and if there are any benefits, such as health care and retirement.

**One thing you need is information** — information about your student's career planning needs and about career opportunities. A state or regional career guide can be a good place to start.

## Questions to parents:

How did you decide what career to follow? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who or what influenced your decisions? \_\_\_\_\_

\_\_\_\_\_

In thinking about your expectations for your life/career...

Were you satisfied? \_\_\_\_\_

Is that career path still available? \_\_\_\_\_

Would you choose a different route? \_\_\_\_\_

Would you encourage your child to pursue this route? \_\_\_\_\_



# You're The Coach



## Team Rules

1. Fill your home with all kinds of reading materials, from newspapers to recipes, and use them. Your student will too.
2. When pondering family matters, ask your student's opinion, and take it seriously.
3. Research local businesses and nonprofit organizations that do work connected to your student's interests. Help your student connect with those businesses and find a suitable mentor.
4. Make sure that your student balances homework and all other activities. Beware, students burn out if their lives are out of balance. In general, the first sign of burnout is a change in the student's emotional state. Next comes a change in physical health. Last comes a drop in grades.
5. Set up a regular study time for your student and other youth. By creating a "Study Buddy Night" twice a week, with other parents sharing the supervision, you'll improve your student's attitude and grades.
6. Make the dinner table a place where the family talks as much as they eat. And make sure you listen at least twice as much as you talk.
7. Encourage and reinforce your student's strengths. Downplay your student's areas of need. Your student is already well aware of his or her weaknesses; you don't need to add your two cents. Remember, compliments—not criticism—motivate students.
8. Help your student realize his or her dreams, not yours.
9. If you want your student to have a good work ethic, model it!
10. Teach your student a simple decision-making model like the one below. A good decision-making model is a helpful tool for anyone making choices.

### Simple Decision-Making Model

- ✓ Identify interest.
- ✓ Get information.
- ✓ Evaluate information.
- ✓ Narrow choices.

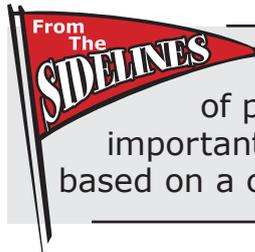


# You're The Coach



## Know the Positions

**In this day and age, students who want a quality job and want to earn good wages must continue their education beyond high school.** There are opportunities available for two-year degrees and four-year degrees. You should research the job market. (See websites, pages 85-86.) Are there jobs available in the field where your student wants to earn a degree?



Career planning is one of the most important parts of preparing students for the future. A college degree is important, but students should choose their educational path based on a career they know they can achieve.

**1. Determine your student's interests and skills.** \_\_\_\_\_

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**2. Identify careers that match his or her abilities.** \_\_\_\_\_

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**3. Research job openings and salaries.**

(see complete web listings on pages 85-86 of this handbook)

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**4. Select a Career Cluster and Career Concentration** in high school that matches your student's skills, interests, abilities and goals.

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# Knowing The Basics



## Career Planning Quiz

Take this test to find out how much you know about career planning. Circle the correct answer. (Answers on page 14.)

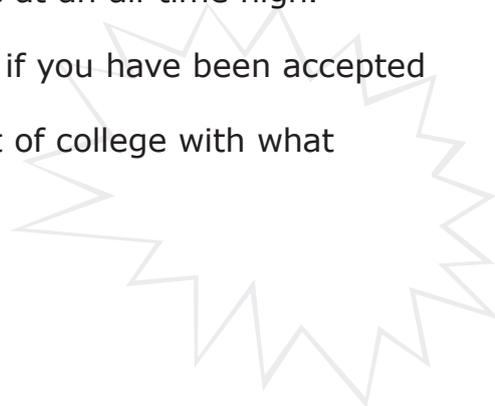
- T F **1.** Most people have the ability to do well in any job if they set their minds to it.
- T F **2.** Except for the income it provides, your job has little influence on your way of life.
- T F **3.** There is only one right job for you in terms of your abilities.
- T F **4.** The typical worker will work in several different occupations during his or her lifetime.
- T F **5.** Apprentices are paid while they learn.
- T F **6.** Students who plan to work after high school need the same basic academic skills as students who plan to go to college.
- T F **7.** Programs at a two-year community and technical college are limited to students who want to transfer to a four-year college.
- T F **8.** Working in an occupation is the only way you can learn whether you like it.
- T F **9.** Generally speaking, the more education you have the more likely you will find a job.
- T F **10.** Most people find their jobs through newspaper ads.
- T F **11.** The job interview is not the most important part of the job hunt.
- T F **12.** The best way to get a job is to wait until the right opportunity comes along.
- T F **13.** Most new jobs will require more than a high school education.
- T F **14.** The average American spends more waking time in work related activities than any other activity.
- T F **15.** Most jobs in high-tech electronics and computer companies require an electrical engineering background.
- T F **16.** Mailing resumes is the best way to contact a large number of employers if you are looking for a job.



# Knowing The Basics



- 17.** Which is the best way to begin planning a career?
- A. Identify your interests and abilities.
  - B. Take tests to determine what you should do.
  - C. Look at what is available in the job market.
  - D. Talk to a psychic.
- 18.** If you cannot decide which occupation to go into, you should first:
- A. Try as many jobs as you can.
  - B. Try one and, if you like it stick with it.
  - C. Find out more about each occupation before making a decision.
  - D. Find out which one you could do in Hawaii.
- 19.** Which will probably best describe the job opportunities ten years from now?
- A. Most jobs will require four or more years of college.
  - B. There will be a greater number of jobs for those with technical skills acquired beyond high school.
  - C. There will be a greater number of jobs for unskilled workers.
  - D. The demand for rock musicians will be at an all-time high.
- 20.** How do you choose between two colleges, if you have been accepted to both?
- A. Compare the list of what you want out of college with what the college has to offer.
  - B. Choose the least expensive one.
  - C. Find out who else is going.



# Knowing The Basics



## Career Planning Quiz Answers

1. **False.** Many jobs require very specific skills. It's important to find out what your special interests, abilities and aptitudes are for the job.
2. **False.** People's jobs may influence where they live, with whom they associate, and how much leisure time they enjoy.
3. **False.** Your abilities may qualify you for several different types of jobs. It is also likely that your interests may change over the years.
4. **True.** The average person will change jobs at least six times during his lifetime. Often a change in jobs will mean learning a new skill.
5. **True.** Apprentices are paid a percentage of the salary or hourly rate of experienced skilled workers, until they have completed their on-the-job and classroom training.
6. **True.** Both types of students will need to know how to read, write, reason, and compute well.
7. **False.** Many students at community colleges receive two-year associate degrees which help them qualify for immediate employment.
8. **False.** There are other ways to tell whether you will like a certain occupation, such as reading about it, job shadowing, work study, and cooperative education programs.
9. **True.** While education does not guarantee employment, the unemployment rate for those who have not graduated from high school is a lot higher than it is for high school graduates. College and vocational school graduates have the lowest unemployment rate of all.
10. **False.** Most jobs are filled by walk-in applicants who hear about a job opening by word of mouth, or applicants who conduct frequent follow-up visits or phone calls.
11. **False.** The job interview is the most important part of the job hunt. You can really sell yourself in a job interview if you are well prepared. You can also ruin your chances by making a bad impression.
12. **False.** Taking a position that is not your preferred job will give you a chance to get your foot in the door. You may later be able to change jobs within the company and move up to a job that better meets your career goals.
13. **True.** More than half of all new jobs created will require education beyond high school.
14. **True.** Most people spend more time at work than with their family or in relaxation. You can see why career planning is so important.
15. **False.** Many of the jobs in these firms are technical positions; about 11 to 15 percent are clerical, and only 20 to 45 percent are jobs which require machine operation or assembly skills.
16. **False.** Most employers feel that direct contact by telephone or in person is the best method for a first contact. Use your resume as a follow-up resource.
17. **(A)** Identifying your interests and abilities should be the starting point; B and C can give direction and help to make your decision.
18. **(C)** Good decision-making is based on good information and facts. Reading about careers and talking to people already working in several career areas will help you narrow your career choices.
19. **(B)** The greatest growth will occur in professional and technical occupations. Your chances for success are far better if you have a needed vocational skill or a college degree.
20. **(A)** No two colleges are exactly alike; some will meet your needs better than others. Compare the course offerings, the composition of the student body, the faculty, and the way of life in the surrounding locality to help make your decision.



# Knowing The Basics



## Help Your Student Explore All Possibilities

1. Have your employer sponsor a learning activity for your student's school.
2. Organize field trips for your student's class in the world of work.
3. Volunteer to share information about your career in the school.
4. Have your student volunteer at a charity or organization.
5. Encourage your student to find a summer job — paying or not! Mowing the lawn for an elderly neighbor and watching cousins all open kids' eyes to the world of work.
6. Encourage your student to participate in extra activities all year long — dance class, summer theatre, art classes, fairs and parades, 4-H, and church events are all good options.
7. Suggest that your student volunteer at a local library summer reading program or daycare center.
8. Explore the possibility for your student to job shadow at your work place.
9. Use vacation time as a time to explore different work opportunities.
10. Have your student start a career tracking journal — What interests him or her? How would he or she get a job? How much does it pay?

[www.cfwv.com](http://www.cfwv.com)

<http://wvde.wincshost.com/>



# Knowing The Basics



## Career Clusters, Pathways and Concentrations

**Is this you?** I received my students schedule for the year. Along with the schedule were other papers about clusters and concentrations. My immediate reaction was... What is this stuff? I don't understand.

### What are Clusters, Pathways and Concentrations?

The number one predictor of success after high school is career maturity and career direction. In order to help students with career direction and maturity, West Virginia schools have organized their curriculum around the National 16 Career Clusters®.

One of the keys to improving student achievement is providing students with relevant contexts for studying and learning. Career Clusters® do exactly this by linking school-based learning with the knowledge and skills required for success in the workplace. The 16 Career Clusters® and related concentrations help students of all ages explore different career options and better prepare for college and a career.

#### Career Clusters

Each Career Cluster® represents a distinct grouping of occupations and industries based on the knowledge and skills they require. The 16 Career Clusters® and related Career Pathways provide an important organizing tool for schools to develop more effective programs of study (POS) and curriculum.

#### Career Pathways

A career pathway is an area of concentration within a career cluster. Each pathway contains a group of careers requiring similar academic and technical skills as well as similar industry certifications or postsecondary education.

#### Concentration

A concentration consists of a coherent sequence of four classes leading to a competency in a particular occupational field that prepares students for high-skill, high-wage, and high demand occupations and continuing postsecondary education and training. Students will identify either a state approved CTE concentration or a locally approved concentration consisting of 4 courses to prepare them for their career goal.



# Knowing The Basics



## Why do students need to select a concentration?

The fact is, courses your student takes in high school do make a difference in the number of choices your student has after high school. Many students are exiting high school with no knowledge of workforce opportunities and requirements and have not adequately prepared to enter their identified postsecondary education/training program nor do they have work readiness skills for entry level jobs. Many companies will not locate their businesses in WV because of the lack of a skilled workforce to fill positions.

It is important for students to identify their strengths, weakness and interests to guide their career choices. By selecting a career concentration based on student interest and personalized career investigation, students will develop the knowledge and skills through concentrated course work to successfully transition to their chosen education, training, or workforce option.

## How does all this work?

### At the end of eighth grade:

- Parents, counselors and school advisors assist students with self-discovery, career investigation and the selection of a career cluster and identify possible concentrations.

### In ninth and tenth grade:

- Students continue to explore careers in their chosen cluster and participate in activities that help them discover their interests and aptitudes.
- At the end of tenth grade, parents, counselors and school advisors help students select a career concentration based on the student's interests, aptitude, and future goals.



# Knowing The Basics



## Career Clusters and Concentrations

### Agriculture, Food & Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

- ★ Agribusiness Systems Pathway  
*Agribusiness Systems*
- ★ Animal Systems Pathway  
*Animal Systems*
- ★ Environmental Science  
*No CTE concentrations at this time*
- ★ Environmental Service Systems Pathway  
*No CTE concentrations at this time*
- ★ Food Products and Processing Systems Pathway  
*Animal Processing*
- ★ Natural Resources Systems Pathway  
*Forest Industry*  
*Mining Extraction*  
*Natural Resources Management*  
*Oil and Gas Extraction and Distribution*  
*Parks and Recreation*
- ★ Plant Systems Pathway  
*Plant Systems*  
*Turf and Landscape Systems*
- ★ Power, Structural and Technical Systems Pathway  
*Power, Structural and Technical Systems*

### Architecture & Construction

Careers in designing, planning, managing, building, and maintaining the built environment.

- ★ Construction Pathway  
*Carpentry*  
*Electrical Technician*  
*Masonry*  
*Plumbing*
- ★ Design/Pre-Construction Pathway  
*Drafting*  
*Applied Design*
- ★ Maintenance/Operations Pathway  
*Building Maintenance and Operations*  
*HVAC Technician*

# Knowing The Basics



## Arts, A/V Technology & Communications

Designing, producing, exhibiting, performing, writing, and publishing multi-media content including visual and performing arts and design, journalism, and entertainment services.

Designing, producing, exhibiting, performing, writing, and publishing multi-media content including visual and performing arts and design, journalism, and entertainment services.

- ★ A/V Technology and Film Pathway  
*No concentration at this time*
- ★ Journalism and Broadcasting Pathway  
*Broadcasting Technology*  
*Radio Broadcasting*
- ★ Performing Arts Pathway  
*Performing Arts*
- ★ Printing Technology Pathway  
*Graphic Communications*
- ★ Telecommunications Pathway  
*No CTE concentrations at this time*
- ★ Visual Arts Pathway  
*Graphic Design*  
*Visual Arts*

## Business Management & Administration

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

- ★ Administrative Support Pathway  
*Accounting*  
*Administrative Support*  
*Career and Work Skills Training (CWST)*
- ★ Human Resources Management Pathway  
*No CTE concentrations at this time*
- ★ Business Information Management  
*No CTE concentrations at this time*
- ★ General Management Pathway  
*General Management*  
*High School of Business*
- ★ Operations Management Pathway  
*Entrepreneurship*

## Education & Training

Planning, managing and providing education and training services, and related learning support services such as administration, teaching/training, administrative support, and professional support services.

- ★ Administration and Administration Support Pathway  
*No CTE concentrations at this time*
- ★ Professional Support Services Pathway  
*No CTE concentrations at this time*
- ★ Teaching/Training Pathway  
*Careers in Education*



# Knowing The Basics



## Finance

Planning and related services for financial and investment planning, banking, insurance, and business financial management.

- ★ Securities & Investments Pathway  
*No CTE concentrations at this time*
- ★ Business Finance Pathway  
*Business Finance*
- ★ Accounting Pathway  
*No CTE concentrations at this time*
- ★ Insurance Pathway  
*No CTE concentrations at this time*
- ★ Banking Services Pathway  
*No CTE concentrations at this time*

## Government & Public Administration

Planning and executing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

- ★ Foreign Service Pathway  
*No CTE concentrations at this time*
- ★ Governance Pathway  
*No CTE concentrations at this time*
- ★ National Security Pathway  
*JROTC  
National Guard Youth Challenge Program (NGYCP)*
- ★ Regulation Pathway  
*No CTE concentrations at this time*
- ★ Planning Pathway  
*No CTE concentrations at this time*
- ★ Public Management and Administration Pathway  
*No CTE concentrations at this time*
- ★ Revenue and Taxation Pathway  
*No CTE concentrations at this time*

# Knowing The Basics



## Health Science

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

- ★ Biotechnology Research and Development Pathway  
*Biotechnology Research and Development*
- ★ Diagnostic Services Pathway  
*Diagnostic Services*
- ★ Health Informatics Pathway  
*Health Informatics*  
*Health Informatics (Advance Careers)*
- ★ Support Services Pathway  
*Food Science and Nutrition*  
*Support Services*  
*Animal Systems - Vet Science*
- ★ Therapeutic Services Pathway  
*Allied Health Sciences*  
*Therapeutic Services*

## Hospitality & Tourism

Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions.

- ★ Lodging Pathway  
*Lodging Management Program*
- ★ Recreation, Amusements and Attractions Pathway  
*Event Planning and Design*
- ★ Restaurants and Food/Beverage Services Pathway  
*Pro-Start Restaurant Management*
- ★ Travel and Tourism Pathway  
*Hospitality Entrepreneurship*  
*Hospitality Skills Certification*  
*Travel and Tourism Management*

# Knowing The Basics



## Human Services

Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

- ★ Consumer Services Pathway  
*No Concentrations at This Time*
- ★ Counseling and Mental Health Services Pathway  
*Prevention Support Specialist*
- ★ Early Childhood Development and Services Pathway  
*Early Childhood Education*
- ★ Family and Community Services Pathway  
*Direct Support Professional*
- Health and Safety Leadership  
*Social Services Assistant*
- ★ Personal Care Services Pathway  
*Barbering*  
*Cosmetology*  
*Hair Styling*  
*Nail Technology*  
*Personal Organizer*  
*Personal Fitness and Wellness Training*

## Information Technology

Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

- ★ Information Support and Services Pathway  
*Informatics (Advance Career)*  
*Oracle*
- ★ Network Systems Pathway  
*CISCO Networking Academies*  
*Computer Systems Repair Technology*
- ★ Web & Digital Communications Pathway  
*Certified Internet Webmaster (CIW)*  
*Microsoft Computer Application Specialist (MCAS)*  
*Information Management Simulation and Game Development*
- ★ Programming and Software Development Pathway  
*No CTE concentrations at this time*

# Knowing The Basics



## Law, Public Safety, Corrections & Security

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

- ★ Correction Services Pathway  
*No CTE concentrations at this time*
- ★ Emergency and Fire Management Services Pathway  
*Emergency and Firefighting Management Services*  
*Industrial Fire Safety*
- ★ Security and Protective Services Pathway  
*No CTE concentrations at this time*
- ★ Law Enforcement Services Pathway  
*Law and Public Safety*
- ★ Legal Services Pathway  
*No CTE concentrations at this time*

## Manufacturing

Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

- ★ Health, Safety, and Environmental Assurance Pathway  
*No CTE concentrations at this time*
- ★ Logistics and Inventory Control Pathway  
*No CTE concentrations at this time*
- ★ Maintenance, Installation, and Repair Pathway  
*Industrial Technology*  
*Electronics Technician*  
*Hydraulic and Pneumatic Trouble Shooting*  
*Industrial Electrical Control Systems*  
*Industrial Equipment Maintenance*
- ★ Manufacturing Production Process Development Pathway  
*Advance Manufacturing (Advance Careers)*  
*Robotics*  
*Manufacturing Technology*  
*Computer Integrated Manufacturing*
- ★ Production Pathway  
*Automotive Machining*  
*Machine Tool Technology*  
*Millwork and Cabinet Making*  
*Welding*  
*Metals Technology*
- ★ Quality Assurance Pathway  
*No CTE concentrations at this time*

# Knowing The Basics



## Marketing

Planning, managing and performing marketing activities to reach organizational objectives.

★ Marketing Management Pathway  
*Marketing Management*

★ Professional Sales Pathway  
*No CTE concentrations at this time*

★ Merchandising Pathway  
*No CTE concentrations at this time*

★ Marketing Communications Pathway  
*No CTE concentrations at this time*

★ Marketing Research Pathway  
*No CTE concentrations at this time*

## Science, Technology, Engineering & Mathematics

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

★ Engineering and Technology Pathway  
*Aerospace Engineering (Advance Careers)*  
*Clean Energy (Advance Careers)*  
*Energy, Power and Engineered Systems (Advance Careers)*  
*Innovations in Science and Technology (Advance Careers)*

★ Pre-engineering - Project Lead the Way  
*STEM*

★ Science and Mathematics Pathway  
*No CTE concentrations at this time*

# Knowing The Basics



## Transportation, Distribution & Logistics

The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

- ★ Facility and Mobile Equipment Maintenance Pathway
  - Automotive Technology*
  - Collision Repair Technology*
  - Diesel Equipment Technology*
  - Power Equipment Systems*
- ★ Health, Safety and Environmental Management Pathway
  - No CTE concentrations at this time*
- ★ Logistics Planning and Management Services Pathway
  - No CTE concentrations at this time*
- ★ Sales and Service Pathway
  - No CTE concentrations at this time*
- ★ Transportation Operations Pathway
  - No CTE concentrations at this time*
- ★ Transportation Systems/ Infrastructure Planning, Management and Regulation Pathway
  - Global Logistics and Supply Chain Management (Advance Careers)*
  - Transportation Technology*
- ★ Warehousing and Distribution Center Operations Pathway
  - Materials Distribution*

# Knowing The Basics



## Linking Interests to Professions

The aim of career clusters is to make learning meaningful and successful for all students. Career clusters/concentrations enhance students' awareness of career possibilities and assure that students learn about the skills required for any given career.

When reviewing the basic information regarding what you should be able to do in the various clusters, keep in mind that these are skills that one might already have or skills that one would likely develop through experiences and training for a job in the particular cluster. Some individuals may require extended education, training, or even direct skills support to obtain the career they are interested in.

**First**, career clusters/concentrations encourage students to explore their deep-seated, lifelong interests.

**Next**, students investigate careers that grow out of those interests, and they learn what skills are required for those careers.

**Finally**, they plan their high school schedule and one year beyond high school.

### Career Interests

Describe your occupation interests below.

8th Grade \_\_\_\_\_

9th Grade \_\_\_\_\_

10th Grade \_\_\_\_\_

11th Grade \_\_\_\_\_

12th Grade \_\_\_\_\_

Roadblocks to reaching career goals: \_\_\_\_\_

Ideas for overcoming roadblocks: \_\_\_\_\_

My student's interests: \_\_\_\_\_

\_\_\_\_\_

Students are encouraged to complete interest inventories such as those found on [www.cfwv.com](http://www.cfwv.com) and <http://westvirginia.strategiccompass.com/>

*The Americans with Disabilities Act (ADA) provides for support to assist those with identified disabilities in participating in education or training, or in the workplace. More information regarding this law can be obtained on both the United States Department of Education and ADA websites.*





## How do I coach my student during the game?

If you look at your student's education as a sports season, each game (or year) is important. As a coach, you need to have winning strategies to assure your student's success.

### Do's:

- Parents, get involved in your student's education! Education is too important to be left entirely to the school.
- Know your student's schedule — your playbook!
- Be active and involved in creating your student's six-year plan and schedule.
- Be aware of the testing schedule.
- Your student's test scores will point out his or her strengths and weaknesses. Ask a counselor or advisor what these are for your student.
- Know what test scores mean and how they could affect your student's future.
- Encourage your student to get involved! Extracurricular activities, volunteer activities and other life experiences count. Employers, colleges, technical, and community programs are all influenced by these experiences.
- Remember the daily responsibilities — homework, attendance, studying for tests, extracurricular activities, and community service.
- Review your student's goals! Help him or her stay on track.
- Support and believe in your student.

### Don'ts:

- Underestimate your student.
- Tolerate sloppy and incomplete work at school or home.
- Wait for your student's teachers to contact you. They're swamped, and often the only time they'll communicate is when there is a crisis. Avert crises by being an interested parent.
- Let your student live in isolation.
- Assume that A's and B's on a report card prove your student has mastered skills. **Let academic assessment tests measure where he or she stands!**



# The Game



## Score! Know your student's schedule

High School classes your student takes each year are determined by his Personalized Education Plan (PEP) which consists of the 2-Year and 3-Year Plan. You need to be involved in the development of your student's PEP plan each year.

### How does it work?

#### 2- Year Plan 8th grade:

- Select one of the 16 career clusters
- Select 9th & 10th grade classes
- Career exploration activities during the school day prior to development of the PEP ... documented by online career portfolio ([www.cfww.com](http://www.cfww.com))
- Identify postsecondary plan for the year after graduation
- 80% of students must designate a Career and Technical Education (CTE) foundation course for either the 8th or 9th grade
- Discuss various options to complete 6 Personalized Elective Courses

#### 3- Year Plan 10th grade :

- Update the career cluster
- Career Concentration (CTE Approved Programs of Study) or Non CTE
- Identify 6 personalized electives
- Select 11th & 12th grade classes & update/document postsecondary plan
- Ongoing career exploration activities during the school day prior to development/revisions of the PEP ... documented by career portfolio - [www.cfww.com](http://www.cfww.com) or <http://westvirginia.strategiccompass.com/>

Revise any semester as long as it does not interfere with graduation requirements

# The Game



## Requirements for Graduation

\* These graduation requirements are effective for all students beginning 2014/2015. A total of 18 courses are required along with 6 additional credits that align with the students' career aspirations and postsecondary plans.

### English Language Arts 4 credits

English 9  
English 10  
English 11 or AP® English  
English 12 or AP® English or English 12 CR  
or Transition English Language Arts for Seniors

### Mathematics 4 credits

Math I or Math I and Math I Lab (Each course will be awarded 1 credit)  
Math II  
Math III STEM, or Math III Liberal Arts (LA) or Math III Technical Readiness (TR)  
Math IV or AP® Math or Math IV TR or Transition Mathematics for Seniors or any other fourth course option (Chart V)

### Science 3 credits

Physical Science (Grade 9)  
Biology or Conceptual Biology or AP® Biology (Grade 10)  
One additional lab science course (Chart V)

### Social Studies 4 credits

World Studies (Grade 9) or AP® Social Studies Course  
United States Studies (Grade 10) or AP® Social Studies Course  
Contemporary Studies or AP® Social Studies Course  
Civics for the Next Generation or AP® Government and Politics

### Physical Education 1 credit

Physical Education 9-12 (WVEIS course 6609)  
At least 50 percent of class time for physical education should be spent in moderate to vigorous intensity physical activity.

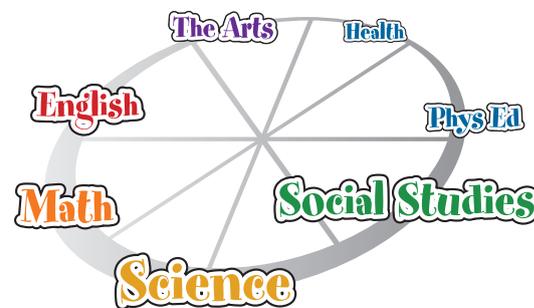
### Health 1 credit

Health 9-12 (WVEIS course 6909)

### The Arts 1 credit

### Personalized Courses 6 credits

State approved CTE or  
Locally approved concentration 4 credits  
Personalized electives 2 credits



\* These are the minimum courses to graduate from a WV high school. Please check with you county and/or post-secondary institution to determine any additional requirements





## Cutting College Costs

Here are programs tailor-made to cut college costs. They allow high school students to acquire academic and technical college-level skills and earn college credits — while completing their high school studies.

All of these programs can help you and your student take a big bite out of college tuition. For more information, check with school officials.

### Advance Career

Advance Career courses prepare students for careers and meaningful credentials or postsecondary certificates or degrees. Advance Career courses blends learning experiences that advance students' literacy, math, science and technical knowledge and skills, and that strengthen the habits of behavior and mind for success. Understanding students' interests, abilities and potential career goals, and possible educational and training paths leads to students' deeper understanding of postsecondary education and workplace opportunities.

### Advance Placement Courses

Through college-level AP courses, students enter a universe of knowledge they might otherwise not explore in high school. Through AP exams, they have the opportunity to earn credit or advance standing at most of the nation's colleges and universities.

### Dual Credit Courses

Dual credit courses are college courses taught by a college certified teacher. The class must use the college course outline, the college textbook, and at the same time ensure that high school content is being taught. The cost for dual credit courses varies from school to school.

### Advance Placement (AP) Advance Career (AC) Courses

This program, offered within the high school, grants college-level credit to qualified students who pass the AP test or AC requirements upon completion of the course.

#### Advantages for the student

- Opportunities to take accelerated classes, yet remain with high school peers.
- Advance placement and/or college credit based on successful AP test scores or AC requirements.

#### Student responsibilities

- Achieve high academic performance in prerequisite courses.
- Apply for post-course testing.

#### Fees

- Advance placement test fee (which may be waived, based on financial need), no fees for AC.

#### Procedure

- Enroll in the selected AP or AC class.
- Take AP test or complete AC requirements.
- Apply to college.

### Dual Credit Courses

This program offers students the opportunity to earn high school credit and college credit at the same time.

#### Advantages for the student

- Opportunity to take college classes while still in high school.

#### Tuition

- Costs for dual credit courses vary from school to school.



## EDGE

This program allows students to take high school courses for **free** community and technical college credit.

### Advantages for the student

- Opportunity to take college classes for **free** while still in high school.
- Opportunity to establish a college transcript while in high school.

### Student responsibility

- Pass the course and final test.

### Tuition

- Free for EDGE classes.



### How will EDGE help me?

EDGE courses are generally the career technical classes offered in high school. By successfully completing an EDGE course, students are able to get a jump start on an associate degree while they are still in high school. Because there is no cost for these courses, students could save up to \$2,000 or \$3,000 in college tuition and have the opportunity to earn up to 36 hours of college credit.

### Who can participate?

Anyone. EDGE courses are generally found in Career and Technical Education Concentrations.

### Who accepts these college credits?

The college credits earned in high school are accepted at community and technical colleges in West Virginia.

### Why would I want to go to a community and technical college?

Community and technical colleges prepare students for great careers in only two years. These careers have the greatest number of job openings available. Currently, 70 to 80 percent of all jobs available are in the technical areas and usually require an industry recognized credential/certification or a two-year degree.

### Where can I get more information?

Contact your counselor or visit [www.wvtechprep.wvnet.edu](http://www.wvtechprep.wvnet.edu) or [www.careertech.k12.wv.us/edge/](http://www.careertech.k12.wv.us/edge/)



## Testing

The ACT EXPLORE and ACT PLAN are excellent tools to measure your student's strengths and challenges. ACT EXPLORE and PLAN will help prepare your student for success on the ACT.

## ACT EXPLORE

EXPLORE is designed to help eighth graders explore a broad range of options for their future. The EXPLORE assessment helps students consider not only their high school coursework, but also their post high school choices. It marks an important beginning for a student's future academic and career success.

EXPLORE is administered to all eighth grade students during the regular school day in the fall of each school year. EXPLORE is made up of four academic achievement tests, (English, mathematics, reading and science), a career interest inventory, and a self-reporting inventory of where the student thinks he or she needs help (such as reading, writing, or math). The content of the EXPLORE is closely tied to the achievement tests in the ACT, which is often used for college entrance and placement decision.

### Questions to Ask:

1. When does my student receive his or her ACT PLAN results?

\_\_\_\_\_

2. Where is my student's test booklet? \_\_\_\_\_

3. Who at the school can explain the scores to me? \_\_\_\_\_

\_\_\_\_\_

4. If my student's score is below 20, what is the school doing to help my student with identified challenges? \_\_\_\_\_

\_\_\_\_\_

5. Is my student in the right courses to improve test scores? \_\_\_\_\_





## ACT PLAN

The PLAN assessment is administered to all tenth graders in the fall during the regular school day. The PLAN helps tenth graders build a solid foundation for future academic and career success. It is a guidance tool that helps students measure how well they are prepared academically, explore career/training options, and make plans for the remaining years of high school.

The PLAN is a powerful predictor of success on the ACT assessment. PLAN is made up of achievement tests in English, mathematics, reading, and science. The PLAN also includes a needs assessment that asks students where they think they need additional help, a career interest inventory, and information about high school courses.

You should find out where your student needs additional help and talk with the school counselor about getting a tutor or extra help. If your student gets this support early, he or she will have a better chance to score in the upper levels on the ACT assessment, which will give your student more options after high school.

### Questions to Ask:

1. When does my student receive his or her ACT PLAN results? \_\_\_\_\_
2. Where is my student's test booklet? \_\_\_\_\_
3. Who at the school can explain the scores to me? \_\_\_\_\_
4. If my student's score is below 20, what is the school doing to help my student with identified challenges? \_\_\_\_\_
5. Is my student in the right courses to improve test scores? \_\_\_\_\_



## College Admission Tests

Tests your student will be taking during the next few years will determine the opportunities and options that will be available to your student after graduation. Two national testing programs are standard in the college admission process:

- ACT Assessment (ACT)
- SAT Reasoning Test

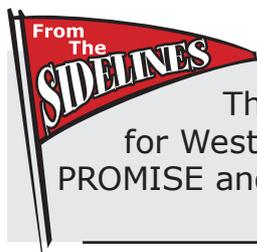
Both tests generally are taken during the student's junior or senior years. Many colleges require or recommend that students include their test results in their college admission applications.

### Encourage your student to:

- Become familiar with the test content.
- Refresh knowledge within skilled content areas.
- Identify content areas not covered in the classroom.

### Encourage school educators and administrators to:

- Ensure classroom content matches test content.
- Refresh knowledge within skilled content areas.
- Be sure classroom test formats match standardized test formats.



The ACT test is the most popular college admission test for West Virginia students, and is the tool used to determine PROMISE and other merit-based scholarship eligibility.

## COMPASS<sup>®</sup>

COMPASS<sup>®</sup> is an untimed computer-adaptive college placement test. Students' skill levels in mathematics and English (Writing Skills) are quickly evaluated. As a computer-adaptive test, COMPASS<sup>®</sup> adjusts the item difficulty to the skills of the individual student, eliminating items that are too easy or difficult and that contribute little to the student's score. Such flexibility reduces the number of items and testing time, while maintaining the accuracy of the results.



## The ACT Test

### The ACT Test:

- Is the predominant college admission test for West Virginia students.
- Assesses your student's educational development and ability to complete college-level work.
- Includes tests in English, mathematics, reading, and science, with an optional writing test.

### Encourage your student to:

- Become familiar with ACT test content.
- Refresh knowledge and skills in content areas.
- Identify content areas he or she hasn't studied.

### ACT Preparation Resources

These resources from the ACT are the only test preparation materials that include actual ACT tests.

- Preparing for the ACT Assessment: A free booklet available through most high schools and colleges that includes information about the test and a complete practice test with scoring key.
- Active Prep: The only official electronic ACT test preparation tool.
- Getting Into the ACT: An authoritative book featuring two complete exams with detailed analyses.
- Sample tests can be found on the links page at <http://wvclear.wvstateu.edu>.
- If your local library is part of the WV Library Commission, sample tests can be accessed with your library card number.
- [www.cfww.com](http://www.cfww.com) offers free test preparation activities which mimic questions and cover content featured on the ACT.

### ACT Registration

- Ask your student's counselor for an ACT Registration Packet.
- Register online at [www.act.org](http://www.act.org).
- Request an ACT Registration Packet by calling (319) 337-1270, 8 a.m. to 8 p.m., Monday/Friday.



Your student's performance in a specific subject area can be improved by long-range preparation. Helping your student prepare now will ensure his or her success later.

### ACT Fees

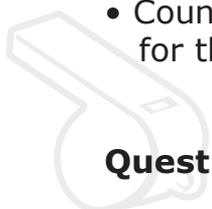
There is a fee for the ACT test and writing component, which includes reports for your student, his or her high school, and up to four colleges of his or her choice





## Additional ACT Resources:

- Visit the ACT website at [www.act.org](http://www.act.org).
- Register online at your public library to take sample ACT tests. Once your student registers at the library, he or she can access the site from home or school.
- For an additional fee, your child can request a copy of his or her answer sheet with the correct and incorrect items selected, along with an actual copy of the test.
- Counselors receive a wealth of information that will assist your student for the ACT test.



## Questions to Ask:

1. When are the ACT tests given? \_\_\_\_\_
2. When are the deadlines for registering to take the test? \_\_\_\_\_  
\_\_\_\_\_
3. When do I receive my student's ACT results? \_\_\_\_\_  
\_\_\_\_\_
4. How do I order my student's test booklet? \_\_\_\_\_  
\_\_\_\_\_
5. Who at the school can explain the scores to me? \_\_\_\_\_
6. If my student scores below a 19, what is the school doing to help with identified challenges? \_\_\_\_\_  
\_\_\_\_\_
7. Is my student in the right courses to improve his or her scores? \_\_\_\_\_



## The SAT Test

### The SAT Test:

- A three-hour test that measures verbal and mathematical reasoning skills your student needs to be successful academically.
- Used by many colleges and universities as one indicator of your student's readiness to perform college-level work.
- SAT scores will range on a scale of 200-800 for math and verbal and can be used as a basis for awarding merit-based financial aid.

### The SAT Subject Tests are:

- One-hour tests measuring how much your student knows about specific academic subjects and how well he or she can apply that knowledge.
- Mostly multiple-choice.
- Recommended or required by some colleges for admission or placement.
- Valuable because they dependably measure your student's academic achievement.
- A good predictor of future performance.

### SAT Test-taking Tips

Before the SAT, encourage your student to:

- Understand the test directions for all six types of SAT questions.
- Use the time he or she saves by understanding the test directions to answer questions.
- Get familiar with the SAT answer sheet format. It has four pages and your student needs to know what answers go in which section.

### When taking the SAT, encourage your student to:

- Answer easy questions first. He or she will earn just as many points for answering easy questions correctly as he or she will for correct answers to hard questions.
- Guess smart. If he or she can definitely rule out one or more answer choices for a multiple-choice question, his or her chances of guessing the right answer improve.
- Omit questions he or she really has no idea how to answer.
- Not to panic if he or she can't answer every question.
- Use his or her test book for scratch work.
- Keep track of time during the test.

# The Game

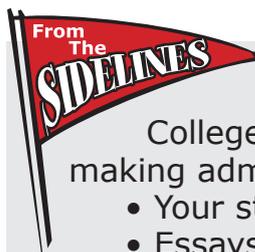
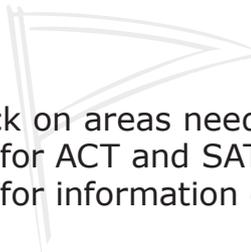


## SAT Fees

The basic registration fee for the SAT is \$45.00 and includes delivery of your student's score reports to as many as four colleges and scholarship programs. Fees for SAT Subject tests differ from test to test, so the \$45.00 basic fee is added to the fee total for all SAT Subject tests.

## Encourage your student to:

- Access the SAT Prep Center.
- Take the Mini-SAT for feedback on areas needing improvement.
- Ask your student's counselor for ACT and SAT registration information.
- Ask your student's counselor for information on test preparation workshops and classes.
- Consider your student's test results as a helpful tool for academic and career planning.



### REMEMBER:

Colleges rely on more than your student's test scores when making admission decisions. They also consider:

- Your student's high school record.
- Essays, recommendations and interviews.
- Your student's interests and involvement in extracurricular activities and community service.



## Other Achievement Tests

### **Career Technical Education Assessment:**

- Is required of all West Virginia career and technical education completers by the federal Carl Perkins Act.
- The test consists of oral, written, work habits and performance components designed to measure your student's level of understanding and mastery of content skill sets (CSS's).
- May result in your student earning college credit through the EDGE Program.

### **Smarter Balanced: West Virginia Educational Standards Test**

Achievement Level Descriptors (ALDs) articulate the knowledge, skills, and processes expected of students at different levels of performance on the Smarter Balanced assessments. Smarter Balanced is developing an integrated suite of ALDs aligned with the Common Core State Standards and the Smarter Balanced assessment claims in English language arts/literacy and mathematics.

### **Role of ALDs and College Content-Readiness Policy**

ALDs describe performance on a standardized test in terms of levels or categories of performance.

The most commonly understood use of ALDs is to communicate the meaning of test scores to teachers, parents, and students. Smarter Balanced is developing a system of ALDs that serve different purposes for item writing, standard-setting, and reporting results. Governing States adopted the initial ALDs in March 2013. ALDs may be revised as needed based on results from the Field Test of the assessment system in early 2014.

The draft initial ALDs and college content-readiness policy framework are part of a critical effort to ensure that the grade 11 summative assessment can be used as evidence that students are ready for entry-level, transferable, credit-bearing courses in English and mathematics and should be exempted from remedial coursework.

Smarter Balanced recognizes that college readiness encompasses a wide array of additional knowledge, skills, and dispositions that will not all be measured by the assessment system. The draft college content-readiness definition is focused on the core areas of ELA/literacy and mathematics described by the Common Core State Standards.

### **Act Work Keys Assessments:**

- Required of all career and technical education completers
- The tests consist of reading for information, applied mathematics and locating information
- May result in your student earning a WV Work Readiness Credential

# The Game



## Score Card

Student's Name: \_\_\_\_\_

Smarter Balanced Score (seventh grade): Reading\_\_\_\_\_ Language Arts\_\_\_\_\_ Mathematics\_\_\_\_\_

Smarter Balanced Score (eighth grade): Reading\_\_\_\_\_ Language Arts\_\_\_\_\_ Mathematics\_\_\_\_\_

Smarter Balanced Score (ninth grade): Reading\_\_\_\_\_ Language Arts\_\_\_\_\_ Mathematics\_\_\_\_\_

Smarter Balanced Score (tenth grade): Reading\_\_\_\_\_ Language Arts\_\_\_\_\_ Mathematics\_\_\_\_\_

Smarter Balanced Score (eleventh grade): Reading\_\_\_\_\_ Language Arts\_\_\_\_\_ Mathematics\_\_\_\_\_

EXPLORE Score (eighth or ninth grade): \_\_\_\_\_

Date Taken: \_\_\_\_\_

PLAN Score (tenth grade): \_\_\_\_\_

Date Taken: \_\_\_\_\_

Writing Assessment (tenth grade): \_\_\_\_\_

Date Taken: \_\_\_\_\_

ACT Score (11<sup>th</sup> or 12<sup>th</sup> grade): \_\_\_\_\_

Date Taken: \_\_\_\_\_

ACT Score (11<sup>th</sup> or 12<sup>th</sup> grade): \_\_\_\_\_

Date Re-Taken: \_\_\_\_\_

SAT Score (11<sup>th</sup> or 12<sup>th</sup> grade): \_\_\_\_\_

Date Taken: \_\_\_\_\_

SAT Score (11<sup>th</sup> or 12<sup>th</sup> grade): \_\_\_\_\_

Date Re-Taken: \_\_\_\_\_





## Reality Check

Your school counselor, or guidance counselor, is one of the best resources your student has when planning for life after high school. Visit your student's counselor and ask these questions:

1. What are the required and recommended courses in my student's \_\_\_ cluster and concentration? \_\_\_\_\_
2. Which elective courses in my student's cluster and concentration do \_ you recommend? \_\_\_\_\_
3. Which AP or AC courses are available? \_\_\_\_\_
4. What EDGE courses are available? \_\_\_\_\_
5. Is this school a testing center for the ACT, or will I need to go \_\_\_\_\_ somewhere nearby? \_\_\_\_\_
6. Do you have any after-school or evening sessions available for college planning, or entrance test preparation? \_\_\_\_\_
7. Do you have college handbooks or other guides that I can browse or borrow? \_\_\_\_\_
8. What activities can I do at home and over the summer to help my student get ready for postsecondary education \_\_\_\_\_
9. What are the college entrance requirements for four-year and two-year programs? \_\_\_\_\_
10. Are there any college fairs at this school, or nearby? \_\_\_\_\_
11. Do you have any information to help my student start exploring \_\_\_\_\_ interests and related careers? \_\_\_\_\_
12. Are there any special scholarships or awards that I should know about now, so I can help my student work toward them? \_\_\_\_\_
13. Can I see my student's transcript as it stands now, and can you tell me if my student is on track for graduation? \_\_\_\_\_
14. Is the information provided by the ACT EXPLORE and ACT PLAN being utilized to help my student?



## What's Next?

Now it's time for you, as your student's coach, to review possible options after high school:

- **Work**  
Find a job right out of high school.
- **Community and Technical College**  
A two-year program to earn an associate degree or a one-year program for certification.
- **College/University**  
A four-year program to earn a bachelor's degree.
- **Apprenticeship Program**  
Combines paid on-the-job training with related classroom instruction. Training ranges from one to five years.
- **Career and Technical Center**  
Training in vocational skills such as welding, auto mechanics, graphic arts, drafting, business education, chef, CNA, LPN, etc. Training varies from 18 weeks to two years.
- **Specialty Schools**  
Training programs in specific fields such as art, music, business, cooking, massage therapy, etc. Training from six months to four years.
- **Military**  
Full-time or part-time training provided by all branches of military. Commitment of two to six years.



**What career/job has my student chosen?** \_\_\_\_\_

**Which option(s) from above provide the education/training needed?**

1. \_\_\_\_\_
2. \_\_\_\_\_

Note: Some careers have more than one option. For example, in nursing your student may choose a Certified Nursing Assistant (CNA) certificate or Licensed Practical Nurse (LPN) program at a Career and Technical Center, a two-year Registered Nurse (RN) degree at a Community and Technical College, or a four-year bachelor degree at a college or university.





## Why High School Matters More Than Ever!

**If you went to college in the 70's you were in luck. Back then:**

- College was far less expensive than it is now.
- More students got aid rather than loans.
- Only 16% of the population had a bachelor's degree.
- Undergraduates needed to work only about 16 hours per week to pay for college.
- A college degree guaranteed a secure financial future.

**But your students are going to college in the 21<sup>st</sup> century, when:**

- College costs have risen almost 300% in the past 25 years.
- Student borrowing is increasing faster than college costs and personal incomes.
- Only 50% of undergraduates complete their college degrees.
- The average undergraduate carries a debt load of \$14,000.
- The average college graduate takes between five and six years to complete a degree.
- One third of college freshmen fail to enroll for their sophomore year.

In sum, college is a high-cost, high-risk venture. Fortunately, you can cut the risks and the costs, but you need to start now.

**Start following these steps today:**

- 1. Help your student focus on interests and strengths.**
- 2. Make sure your student acquires academic skills in high school for free!**
- 3. Make sure your student acquires the right mix of technical skills,** including basic computer literacy (word processing, spreadsheets, email, and Web searches), technical writing, and multimedia skills.
- 4. Have your student enroll in the high school programs that earn college credit at reduced or no cost while still in high school. (EDGE and dual credit).**
- 5. Look beyond the usual suspects when choosing a college.**  
Parents tend to lobby for brand-name schools while kids too often want to go where their friends go. Both are misguided strategies. Choose a postsecondary program that fits your student's interests, needs, and budget.
- 6. Look at all options:**
  - College — two- and four-year
  - Apprenticeship
  - Military
  - Job



## Other Options After High School

The college option after high school is common knowledge. However, there are other options that have value for students.

### Apprenticeship Programs

Apprentices earn a wage while learning through work. Apprentices usually earn 50% of the journeyman's wage. Wages for apprentices increase periodically until reaching those of a journeyman. This usually happens in the fourth year of training. Through rotation of work within a trade, individuals earn wages during the entire training period. The rewards of apprenticeship training are good wages and the benefits received as a union member. Apprentices work under the protection of a union contract or a good contractor, which typically provides some type of health insurance and pension benefits.

#### Example Apprenticeship programs are

- Carpenters
- Millwrights
- Electricians
- Plumbers

Contact the West Virginia Bureau of Apprenticeship and Training at [www.wvapprenticeships.com](http://www.wvapprenticeships.com).

### Military

The military is the largest employer in the nation. They have hospitals, food services, and computer services. They need administrators, clerks, police, doctors, nurses, and mechanics for all types of equipment. They even need musicians.

The military is often a great experience for many young men and women and there are wonderful educational benefits for enlistees. More information can be found on the armed forces website: [www.armedforcescareers.com](http://www.armedforcescareers.com)



## West Virginia Public Colleges & Universities

(304) 558-0699 • [www.hepc.wvnet.edu](http://www.hepc.wvnet.edu)

### **Bluefield State College**

(304) 327-4000  
[www.bluefieldstate.edu](http://www.bluefieldstate.edu)

### **Concord University**

(888) 384-5249  
[www.concord.edu](http://www.concord.edu)

### **Fairmont State University**

(800) 641-5678  
[www.fairmontstate.edu](http://www.fairmontstate.edu)

### **Glenville State College**

(304) 462-7361  
[www.glenville.wvnet.edu](http://www.glenville.wvnet.edu)

### **Marshall University**

(800) 642-3463  
[www.marshall.edu](http://www.marshall.edu)

### **Shepherd University**

(800) 344-5231  
[www.shepherd.edu](http://www.shepherd.edu)

### **West Liberty University**

(866) WESTLIB  
[www.westliberty.edu](http://www.westliberty.edu)

### **West Virginia School of Osteopathic Medicine**

(800) 356-7836  
[www.wvsom.edu](http://www.wvsom.edu)

### **West Virginia State University**

(800) 987-2112  
[www.wvstateu.edu](http://www.wvstateu.edu)

### **West Virginia University**

(304) 293-0111  
[www.wvu.edu](http://www.wvu.edu)

### **WVU Institute of Technology**

(888) 554-TECH  
[www.wvutech.edu](http://www.wvutech.edu)





## Community and Technical College System of West Virginia

(866) TWO-YEAR • [www.wvctcs.org](http://www.wvctcs.org)

### **Blue Ridge Community and Technical College**

(304) 260-4380  
[www.blueridgectc.edu](http://www.blueridgectc.edu)

### **Bridge Valley Community and Technical College**

Montgomery, WV campus  
304-734-6600  
South Charleston, WV campus  
304-205-6600  
[www.bridgevalley.edu](http://www.bridgevalley.edu)

### **Eastern West Virginia Community and Technical College**

(304) 434-8000  
[www.easternwv.edu](http://www.easternwv.edu)

### **Mountwest Community and Technical College**

866-676-5533  
[www.mctc.edu](http://www.mctc.edu)

### **New River Community and Technical College**

(304) 929-5450  
[www.newriver.edu](http://www.newriver.edu)

### **Pierpont Community and Technical College**

(800) 641-5678  
[www.pierpont.edu](http://www.pierpont.edu)

### **Southern WV Community and Technical College**

866-SWVCTC1  
[www.southernwv.edu](http://www.southernwv.edu)

### **WV Northern Community College**

(304) 233-5900  
[www.wvncc.edu](http://www.wvncc.edu)

### **WVU at Parkersburg**

(304) 424-8000  
[www.wvup.edu](http://www.wvup.edu)

### **Associate Degree Programs are also available at:**

Bluefield State College  
Glennville State College  
Potomac State College of WVU



## West Virginia Career Technical & Adult Education Centers

### **Boone County**

Boone County Career and Technical Center  
Danville..... (304) 369-4585

### **Cabell County**

Cabell County Career Technology Center  
Huntington ..... (304) 528-5172

### **Fayette County**

Fayette Plateau Vocational-Technical Center  
Oak Hill ..... (304) 469-2911

### **Hancock County**

John D. Rockefeller IV Vocational-Technical Center  
New Cumberland .. (304) 564-3337

### **Kanawha County**

Ben Franklin Career and Technical Education Center  
Charleston..... (304) 766-0369

### **Kanawha County**

Carver Career and Technical Education Center  
Charleston..... (304) 348-1965

### **Kanawha County**

Garnet Career Center  
Charleston..... (304) 348-6195

### **Lincoln County**

Charles E. Yeager Career Center  
Hamlin ..... (304) 824-5449

### **Logan County**

Ralph R. Willis Vocational-Technical Center  
Logan ..... (304) 752-4687

### **Marion County**

Marion County Technical Center  
Farmington ..... (304) 986-3590

### **Mason County**

Mason County Career Center  
Pt. Pleasant ..... (304) 675-3039

### **McDowell County**

McDowell County Career and Technology Center  
Welch ..... (304) 436-3488

### **Mercer County**

Mercer County Technical Education Center  
Princeton..... (304) 425-9551

### **Mineral County**

Mineral County Technical Center  
Keyser ..... (304) 788-4240

### **Mingo County**

Mingo County Vocational-Technical Center  
Delbarton ..... (304) 475-3347

### **Monongalia County**

Monongalia County Technical Education Center  
Morgantown..... (304) 291-9240

### **Monroe County**

Monroe County Technical Center  
Lindside ..... (304) 753-9971

### **Nicholas County**

Nicholas County Career and Technical Center  
Craigsville.....(304) 742-5416



**Putnam County**

Putnam County Technical Center  
Eleanor ..... (304) 586-3494

**Raleigh County**

Academy of Careers and Technology  
Beckley ..... (304) 256-4615

**Randolph County**

Randolph County Vocational-  
Technical Center  
Elkins..... (304) 636-9195

**Taylor County**

Taylor County Technical Center  
Grafton ..... (304) 265-1050

**Wood County**

Wood County Technical Center  
Parkersburg ..... (304) 420-9501

**Wyoming County**

Wyoming County Vocational-  
Technical Center  
Pineville ..... (304) 732-8050

## Multi-County Vocational Centers

**Calhoun/Gilmer**

Calhoun-Gilmer Career Center  
Grantsville ..... (304) 354-6151

**Barbour/Lewis/Upshur**

Fred W. Eberle Technical Center  
Buchannon ..... (304) 472-1259

**Berkeley/Jefferson/Morgan**

James Rumsey Technical Institute  
Martinsburg ..... (304) 754-7925

**Doddridge/Harrison/Taylor**

United Technical Center  
Clarksburg..... (304) 624-3280

**Grant/Hardy/Pendleton**

South Branch Career and Technical  
Center  
Petersburg.....(304) 257-1331

**Jackson/Roane**

Roane-Jackson Technical Center  
Leroy ..... (304) 372-7335

**Pleasants/Ritchie/Tyler**

(Mid Ohio Valley Technical Center)  
PRT Technical Center  
St. Marys ..... (304) 684-2464

\* Underline indicates the county where the center is located.



## Comprehensive Occupational High Schools\*

**Philip Barbour High School**  
Philippi ..... (304) 457-1360

**Braxton County High School**  
Sutton ..... (304) 765-7331

**Brooke High School**  
Wellsburg ..... (304) 527-1410

**Huntington High School**  
Huntington ..... (304) 528-6400

**Cabell Midland High School**  
Ona ..... (304) 743-7400

**Clay County High School**  
Clay ..... (304) 587-4226

**Valley High School**  
Smithers ..... (304) 442-8284

**Greenbrier East High School**  
Lewisburg ..... (304) 647-6464

**Greenbrier West High School**  
Charmco ..... (304) 438-6191

**Hampshire High School**  
Romney ..... (304) 822-5016

**Liberty High School**  
Clarksburg ..... (304) 326-7470

**Lincoln High School**  
Shinnston ..... (304) 326-7400

**Ravenswood High School**  
Ravenswood ..... (304) 273-9301

**Ripley High School**  
Ripley ..... (304) 372-7355

**Jefferson High School**  
Shenandoah Jct. .. (304) 725-8491

**Lewis County High School**  
Weston ..... (304) 269-8315

**Mingo Central High School**  
Delbarton ..... (304) 426-6603

**John Marshall High School**  
Glen Dale ..... (304) 843-4444

**Morgantown High School**  
Morgantown ..... (304) 291-9260

**University High School**  
Morgantown ..... (304) 291-9270

**Wheeling Park High School**  
Wheeling ..... (304) 243-0400

**Pocahontas County High School**  
Dunmore ..... (304) 799-6565

**Preston High School**  
Kingwood ..... (304) 329-0400

**Shady Spring High School**  
Shady Spring ..... (304) 256-4647

**Summers County High School**  
Hinton ..... (304) 466-6040

**Tucker County High School**  
Hambleton ..... (304) 478-2651

**Buckhannon-Upshur High School**  
Buckhannon ..... (304) 472-3720

**Spring Valley High School**  
Huntington ..... (304) 429-1699

**Tolsia High School**  
Fort Gay ..... (304) 648-5566

**Wayne High School**  
Wayne ..... (304) 272-5639

**Webster County High School**  
Upper Glade ..... (304) 226-5772

**Magnolia High School**  
New Martinsville .. (304) 455-1990

**Wirt County High School**  
Elizabeth ..... (304) 275-4241

\* Comprehensive high schools with five or more occupational programs





## How Do I Pay?

There are four types of financial aid available. Schools typically offer all of these in the form of a financial aid package. **Money is available for any kind of education after high school.** Your student's school counselor is one of the best resources for finding scholarships and other types of financial assistance. Many colleges and universities have financial aid offices that can also help.

- 1. Scholarships:** Money given by colleges, businesses, community groups, churches, clubs, etc. Scholarships do not have to be paid back. The WV Promise Scholarship is included here.
- 2. Grants:** Gift aid awarded on the basis of financial need. Grants do not have to be paid back.
- 3. Loans:** Money borrowed which must be repaid.
- 4. Work Study:** Awards providing students with employment to help pay for college costs.



### Activity:

1. Which of the above are the two best resources?

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2. How can I find information about these resources?

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**IMPORTANT:** Watch out for companies that try to scam parents. A good rule is to avoid any "service" that charges a fee to help you find financial aid or scholarship programs. The federal government says the following claims or questions are signals that a scholarship or aid service is not legitimate:

"The scholarship is guaranteed or your money back."

"You can't get this information anywhere else."

"May I have your credit card or bank account number to hold this scholarship?"

"We'll do all the work."

"This scholarship will cost you some money."

"You've been selected by a national foundation to receive a scholarship."



## Types of Scholarships

There are two types of scholarships for which students may qualify:

**1. Academic:** Scholarships based on a student's overall grade point average (GPA), class rank, ACT or SAT scores. Some also consider a student's school and community activities, work experience, and volunteer activities when determining scholarship awards.

**2. Other:** A variety of scholarships are awarded by businesses, clubs, churches, and other groups. These are based on a student's special interests, abilities, and activities such as community service.

Note: Most scholarships have timelines and require the student to submit an application rather than offering the scholarship directly to the student. Details are important.

### Activity:

1. My student's GPA is: \_\_\_\_\_

2. My student's class rank is: \_\_\_\_\_

3. My student's ACT/SAT score is: \_\_\_\_\_

4. My student's community service activities include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Some business and community organizations to contact about scholarships are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Someone I can contact for additional information is: \_\_\_\_\_

\_\_\_\_\_



## West Virginia Financial Aid Opportunities

There are a number of state grants and scholarships available to students in West Virginia. Be sure and check these out when planning for education beyond high school.

### **PROMISE**

#### **What is the PROMISE Scholarship?**

The PROMISE Scholarship is a merit-based scholarship that is designed to make college affordable to all qualified West Virginia students. Students who qualify can earn the lesser of tuition and mandatory fees or \$4,750 to attend an in-state public or private college or university. To qualify, a student must have a 3.0 grade point average in the core and overall course work and a composite score of 22 on the ACT (with minimum sub-scores of 20 in each subject area) or a combined score of 1020 on the SAT (minimum of 490 in Critical Reading and 480 in math).

To learn more about the PROMISE Scholarship, visit [www.cfwv.com](http://www.cfwv.com) or call toll free: (877) WV PROMISE

### **WV HIGHER EDUCATION GRANT PROGRAM**

#### **What is the WV Higher Education Grant Program?**

Grant awards are given to students who need financial assistance to attend an approved educational institution in West Virginia or Pennsylvania. These dollars can be used to pay tuition and fees, or other educational expenses. To qualify, a student must:

- Be a U.S. citizen.
- Be a West Virginia resident for one full year.
- Demonstrate financial need.
- Have a 2.0 (or higher) GPA.
- Enroll as a full-time undergraduate student at an approved educational institution in West Virginia or Pennsylvania.

For more information visit the website: [www.cfwv.com](http://www.cfwv.com).



## “Funding Your Education” Resources

<http://studentaid.ed.gov/PORTALSwebapp/students/english/index.jsp>

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) – FAFSA on the Web.

<http://careertech.k12.wv.us/edge/> – WV EDGE Information on WV EDGE and career opportunities.

[www.cns.gov](http://www.cns.gov) – Corporation for National & Community Service (AmeriCorps) A federal program that allows participants to earn education awards in return for national service.

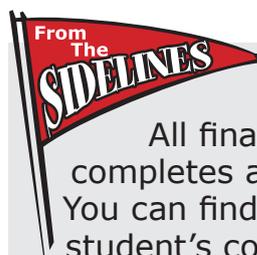
[www.irs.ustreas.gov](http://www.irs.ustreas.gov) – Tax Benefits for Higher Education.

[www.cfwv.com](http://www.cfwv.com) – Gateway for state-level financial aid programs and colleges in West Virginia. At the site you will find links to help you search for scholarships and career opportunities and a link to apply for the PROMISE Scholarship and the WV Higher Education Grant.

<http://clear.wvstateu.edu> – WV Clearinghouse. A great education resource for WV students. Information on financial aid packages, educational plans, ACT & SAT practice exams, and more.

### Some financial aid tips:

- Get a copy of the Free Application for Federal Student Aid (FAFSA), available online and from your high school counselor.
- Check with the colleges you’re considering to see what other forms are required.
- Apply for local and national scholarships and grants.
- Look into work-study programs.
- Ask questions.
- Your counselor, teachers and principal can help.
- Begin looking for scholarships early, most have deadlines ranging from November to March.



### REMEMBER:

All financial aid opportunities require that your student completes a Free Application for Federal Student Aid (FAFSA). You can find the application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or talk with your student’s counselor about the FAFSA. Most of these programs have deadlines, visit [www.cfwv.com](http://www.cfwv.com) for more detailed information.



## Don't Let Money Worries Stop You From Planning For College

Financial aid programs are set up to help students who qualify for admission but are unable to pay the full cost. In other words, concentrate on getting admitted, and then worry about finding the package that lets you afford it.

Most likely you will pay for college with a combination of loans, grants, income from a work-study position or part-time job, family contributions, and maybe some scholarship funds. If you borrow money to pay for college, be sure you understand the terms of the loan before signing anything.

The more you read now about the wide variety of programs, the less overwhelmed you'll be later when you're trying to choose the best college — and the best financial aid package — for your student.

**Here are some websites that will help you and your student learn about paying for college.**

**www.cfwv.com** - A one-stop shop to help students and families plan, apply and pay for education and training beyond high school. The site allows potential students to learn about federal and state grants, and search for scholarships nationwide. Students can also apply for PROMISE and learn about other financial aid programs in West Virginia.

**www.act.org/fane** - A financial aid need estimator

**www.ed.gov/finaid.html** - The U.S. Department of Education financial aid site.

**www.fafsa.ed.gov** - The Free Application for Federal Student Aid website. This is where you start when you are ready to apply for financial aid.

**www.finaid.org** - Features a free scholarship search function as well as information on loans, savings programs and military aid.

**www.hsf.net** - A Hispanic Scholarship Fund website that features scholarships for Hispanic students and research reports on the education of Hispanic students.

**www.studentaidalliance.org** - Student success stories, descriptions of need-based financial aid programs, lobbying tools, and legislative updates.

# Locker Room



## Personalized Education Plan

Parents may use this form to assist student in selecting courses to align with their future plans. Please check with your child's school to ensure any local graduation requirements have been added.

SAMPLE - PERSONALIZED EDUCATION PLAN (PEP)						
COUNTY:		NAME OF HIGH SCHOOL:				
STUDENT NAME:		WWEID#:		BIRTH DATE:		
LAST		FIRST		MI		
Select a Career Cluster	Career Interests	2 Year Plan				
<input type="checkbox"/> Agriculture, Food and Natural Resources <input type="checkbox"/> Architecture and Construction <input type="checkbox"/> Arts, AV Technology and Communication <input type="checkbox"/> Business Management and Administration <input type="checkbox"/> Education and Training <input type="checkbox"/> Finance <input type="checkbox"/> Government and Public Administration <input type="checkbox"/> Health Sciences <input type="checkbox"/> Hospitality and Tourism <input type="checkbox"/> Human Services <input type="checkbox"/> Information Technology <input type="checkbox"/> Law, Public Safety, Correction and Security <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing <input type="checkbox"/> Science, Technology, Engineering and Mathematics <input checked="" type="checkbox"/> Transportation, Distribution and Logistics	Describe your occupation interests below:	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		
	8 <sup>th</sup> Grade	<input type="checkbox"/> English 9 <input type="checkbox"/> English 10		<input type="checkbox"/> English 9 <input type="checkbox"/> English 10		
	9 <sup>th</sup> Grade	<input type="checkbox"/> Math I or <input type="checkbox"/> Math I and <input type="checkbox"/> Math Lab <input type="checkbox"/> Physical Science		<input type="checkbox"/> Math I <input type="checkbox"/> Biology or <input type="checkbox"/> Conceptual Biology <input type="checkbox"/> AP® Biology		
	10 <sup>th</sup> Grade	<input type="checkbox"/> World Studies or <input type="checkbox"/> AP® Social Studies Course		<input type="checkbox"/> United States Studies or <input type="checkbox"/> AP® Social Studies Course		
	11 <sup>th</sup> Grade	<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		
	12 <sup>th</sup> Grade	<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		
	<b>6 Personalized Elective Courses</b> List the courses needed to attain career and postsecondary goal(s)		P. Elective		P. Elective	
	1.		P. Elective		P. Elective	
	2.		P. Elective		P. Elective	
	3.		P. Elective		P. Elective	
		11 <sup>th</sup> Grade	3 Year Plan	12 <sup>th</sup> Grade		
4.		<input type="checkbox"/> English 11 or <input type="checkbox"/> AP® English <input type="checkbox"/> Math III STEM or <input type="checkbox"/> Math III LA or <input type="checkbox"/> Math III TR		<input type="checkbox"/> English 12 or <input type="checkbox"/> English 12 CR or <input type="checkbox"/> Transition English or <input type="checkbox"/> AP® English		
5.		<input type="checkbox"/> Math III STEM or <input type="checkbox"/> Math III LA or <input type="checkbox"/> Math III TR		<input type="checkbox"/> Math IV or <input type="checkbox"/> Math IV TR or <input type="checkbox"/> Transition Mathematics or <input type="checkbox"/> AP® Math		
6.		<input type="checkbox"/> One additional lab science course (Chem V) or <input type="checkbox"/> AP® Science <input type="checkbox"/> Contemporary Studies or <input type="checkbox"/> AP® Social Studies Course		<input type="checkbox"/> Check for the Next Generation or <input type="checkbox"/> AP® Government and Politics <input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		
If above selections must include 4 courses from CTE or locally approved concentrations. Identify concentration below: Concentration:		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		
<input type="checkbox"/> Non-CTE <input type="checkbox"/> CTE		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		
<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		<input type="checkbox"/> Health or <input type="checkbox"/> PE or <input type="checkbox"/> Arts or P. Elective		
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## Timeline for the Coach and Student

<b>8<sup>th</sup> Grade</b>	<b>DONE</b>
<ul style="list-style-type: none"> <li>• Discuss with the school counselor the results of your student's ACT EXPLORE (Interest Aptitude Test) Results.</li> </ul>	
<ul style="list-style-type: none"> <li>• Work with your school counselor on the first two years of the Personalized Education Plan (PEP).</li> </ul>	
<ul style="list-style-type: none"> <li>• Get a copy of the EDGE courses available to students at the high school.</li> </ul>	
<b>9<sup>th</sup> Grade</b>	<b>DONE</b>
<ul style="list-style-type: none"> <li>• Work with the school counselor to make sure the right classes are on your student's schedule.</li> </ul>	
<ul style="list-style-type: none"> <li>• Explore with your student his or her career interests and options.</li> </ul>	
<b>10<sup>th</sup> Grade</b>	<b>DONE</b>
<ul style="list-style-type: none"> <li>• Discuss with the school counselor the results of your student's ACT PLAN (Interest Aptitude Test) test results.</li> </ul>	
<ul style="list-style-type: none"> <li>• Work with the school counselor to complete the last three years of the PEP.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ask your student's counselor about dual credit, AP and AC courses at your school.</li> </ul>	
<b>11<sup>th</sup> Grade</b>	<b>DONE</b>
<ul style="list-style-type: none"> <li>• Take the PSAT or the practice test for the ACT in the fall.</li> </ul>	
<ul style="list-style-type: none"> <li>• Review your student's high school transcript to make sure he or she is on track to graduate.</li> </ul>	
<b>12<sup>th</sup> Grade</b>	<b>DONE</b>
<ul style="list-style-type: none"> <li>• Check with the school counselor to make sure your student is on track to graduate and to take the next steps necessary for the first year after high school.</li> </ul>	



## Preparing Your Student for Success After High School

### MIDDLE SCHOOL:

- Use information from standardized tests to guide course choices.
- Encourage your student to take challenging classes.
- Create a quiet environment for study with some privacy, a desk and good lighting.
- Encourage your student to develop strong study habits.
- Think about which high school courses will best prepare your student for postsecondary education.
- Start saving for postsecondary education, if you haven't already.

### HIGH SCHOOL:

#### 9<sup>th</sup> and 10<sup>th</sup> Grades

- Encourage your student to focus on strong study habits, getting good grades, and participating in extracurricular activities.
- Use information from the ACT EXPLORE and ACT PLAN (Interest Aptitude Test) to check strengths and weaknesses, as well as career interests.
- Help your student to investigate career possibilities. Compare interests and abilities with specific career requirements.
- Work with your student to make a list of two- and four-year colleges that he or she would like to attend and inquire about entrance requirements, or find out about military or apprenticeship opportunities by contacting the WV Area Training Representative for Bureau of Apprenticeship Training.
- Plan the high school courses that will best prepare your student for opportunities after high school.
- Request information on scholarships and financial aid from postsecondary institutions.
- Continue saving for postsecondary education.

#### 11<sup>th</sup> Grade

Encourage your student to continue to focus on getting good grades, practicing good study habits, and participating in extracurricular activities. In addition, make sure that your student:

- Starts contacting two- and four-year colleges for applications and information on scholarships, and financial aid opportunities, or talks to military recruiters or people involved.
- Finds out which tests each college requires for admission.
- Registers to take the PSAT, ACT, SAT.
- Finds out about his or her eligibility to receive any scholarships.

# Locker Room



## **12<sup>th</sup> Grade**

Your student should continue to focus on getting good grades, practicing good study habits and enjoying extracurricular activities. In addition, in the beginning of the school year, suggest that your student:

- Speak with his or her guidance counselor to discuss two- and four-year college applications and expectations or apprenticeships and military options.
- Registers for the SAT or ACT.
- Fill out two- and four-year college applications.
- Start looking for teachers to write recommendations.
- Mail college applications (check the due date for each college).
- Send his or her test scores to the appropriate college.
- Obtain financial aid information from the guidance counselor.
- Consider the option of applying to a two- or four-year college that offers an early decision plan, whereby your child applies to a college by a certain date and receives an answer from the college within four to six weeks.

## **During the second half of your student's senior year in high school:**

- Keep track of all applications; make sure that all colleges received requested information.
- Decide which college your student wants to attend.
- Send in the tuition deposit.
- Submit applications for federal financial aid before the March 1st deadline.



## Senior Year for Students Going to College

Your student's senior year is the time for completing applications, applying for financial aid and taking care of a lot of details you probably haven't even thought about yet. A checklist for students/parents is included below:

### August

- Inquire into Advanced Placement (AP) exams for college credit.
- Complete admission application forms for the schools that you would like to attend.
- Visit schools and/or plan fall visits to help narrow your choices.
- Look into fall overnight and weekend college visitation programs.

### September

- Mark your calendar for college fairs and admissions representative visits.
- Meet with your counselor to develop a college admissions plan.
- Register for the SAT, ACT and/or prep courses.
- Consider early decision/early action programs.

### October

- Create a schedule of admissions and financial aid deadlines.
- Begin applications and admission essays.
- Request transcripts from your guidance office.
- Ask teachers, coaches and community members to write letters of recommendation on your behalf.
- Explore scholarship opportunities online, at the library and throughout your community.

### November

- Follow up to ensure that letters of recommendation are submitted.
- Complete essays and applications.
- Submit applications for early decision/early action programs.

### December

- Complete, photocopy and submit your applications. Keep the photocopies for your records.
- Begin working on the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by calling the U.S. Department of Education toll-free at 1-800-4-FED-AID. The FAFSA is also used to determine if students are eligible for the West Virginia Higher Education Grant.

### January

- Talk to your parents about obtaining income tax information and/or completing their taxes.

- Complete, photocopy/print, and submit the FAFSA.
- The PROMISE Application is required for West Virginia financial aid programs such as the PROMISE Scholarship and the West Virginia Higher Education Grant. The deadline for the PROMISE Application is March 1<sup>st</sup>.

### February

- Be sure that you have submitted all required financial aid forms. Your FAFSA must be filed by March 1<sup>st</sup>.

### March

- If selected for verification, send copies of your income tax forms to financial aid offices. (You will receive a letter if you are selected)
- Watch the mail for your Student Aid Report (SAR).
- Look for a summer job.
- Check your EDGE credits and transcripts.

### April

- Receive admission notifications.
- Compare financial aid awards relative to cost of attendance.
- Make your final enrollment decision and submit the enrollment deposit if requested.
- Make housing decisions. You'll need to apply for on-campus housing.
- Notify those schools that you will not be attending.
- Sign and return financial aid forms for the school that you will be attending.

### May

- Send final transcript and student loan applications to your chosen college. Contact your financial aid office to check your status.

### June

- Complete any remaining financial aid forms.
- Plan for college orientation and transportation to school.

### July

- Finalize college transportation and housing.

\* Contact your college/s of interest for detailed timelines.

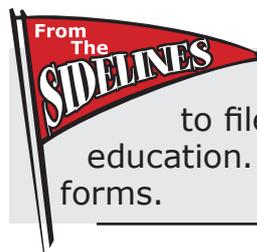




## Parents' Rights and Responsibilities

**As a parent, you have certain rights.**

1. You have the right to talk to your student's teacher at any time you become concerned. Call the school and leave a message asking that the teacher call you on his or her planning time. If the teacher doesn't respond, call the principal and ask that he or she establish an appointment for you to meet with the teacher. If you think it would be helpful, ask the principal to sit in on the meeting. If the principal does not respond, call the county board of education and ask to talk to the superintendent of schools. If the superintendent does not respond, contact the president of the county board of education.
2. You have a right to review any school records regarding your student under the age of 18 (or over 18 with the child's consent), and to have changes made if the records are incorrect.
3. You have the right to see test results and grades on major assignments.
4. You have the right to participate in the development of your student's two-year plan (eighth grade) and four-year plan (tenth grade.) You also have the right to review the county's program of study, including graduation requirements, and to approve your student's class schedule for each year.
5. You have the right to ask the school counselor's assistance in obtaining information on tests, postsecondary education, scholarships, financial aid, etc.
6. If your student is disciplined, you have the right to be notified and to be present at any conferences. You have the right to attend any disciplinary hearings and to provide an attorney to represent your student.
7. If your student has special needs, you have the right to attend all meetings concerning the student's placement and accommodations.



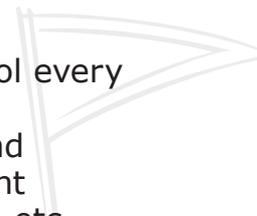
If any of these rights are violated, you have the right to file a citizen's complaint that will be heard by the board of education. Contact the county board's attorney to obtain the proper forms.

# Locker Room



## **As a parent, you have certain responsibilities.**

- 1.** It is your responsibility to make sure your student attends school every day and arrives on time.
- 2.** It is your responsibility to attend parent/teacher conferences and to read all communication from the school, especially the student handbook, which contains information on attendance, discipline, etc.
- 3.** It is your responsibility to make sure your student gets enough sleep and eats breakfast and receives prompt treatment for illnesses to minimize absences.
- 4.** It is your responsibility to make sure your student does not work too many hours at an outside job.
- 5.** It is your responsibility to make sure your student is doing his or her homework.
- 6.** It is your responsibility to notify the school of any changes in your student's life that could affect school performance.
- 7.** It is your responsibility to make sure your student understands and obeys school rules, including the school dress code.
- 8.** It is your responsibility to give your student's teacher the benefit of the doubt. Do not blame your student's problems on the teacher before you hear his or her side of the story.
- 9.** It is your responsibility to notify the school if your student is going to be absent, and to send a note when the child returns.
- 10.** It is your responsibility to start talking with your student about the career planning process while he or she is in the seventh grade in preparation for developing the two-year plan in the eighth grade.





## Career/Job Information Web Sites

In combination with conventional job-hunting methods, the Internet is a great place to begin exploring career opportunities. Employers are advertising increasingly on the Web for applicants to fill open positions, both nationally and internationally. This section contains a list of some sites you may want to explore.

There are a few disadvantages to searching for a job on the Web. For instance, in an effort to list all their job postings including their most recent opening, some employers may leave out important information from their ads, such as posting and closing dates of the job, the salary range involved, and the job duties.

Maintaining the confidentiality of information on the Internet can be a problem: information you provide to a prospective employer probably can be read by a third party. Leave out information (such as your Social Security Number) that somebody other than a potential employer might be able to use.



WorkForce West Virginia: **[www.workforcewv.org](http://www.workforcewv.org)**

Bureau of Labor Statistics:  
**[www.bls.gov](http://www.bls.gov)**

Career Magazine: **[www.careerbuilder.com](http://www.careerbuilder.com)**  
Features job listings, employer profiles, resumes, career forums, and articles.

Career Builder: **[www.careerbuilder.com](http://www.careerbuilder.com)**  
Information on America's successful businesses, employment opportunities, on-line career fair, resume posting, college centers, and more.

Career Site: **[www.careersite.com](http://www.careersite.com)**  
Automatically notifies qualified candidates of job postings matching their career profiles.

Census Bureau: **[www.census.gov](http://www.census.gov)**  
Find the most current economic indicators, statistics on unemployment, household income, population, and more.

Chronicle Job Openings: **<http://chronicle.com/section/Jobs/61>**  
Jobs in higher education from The Chronicle, career fairs, internships, and guides.

College Foundation of West Virginia: **[www.cfwv.com](http://www.cfwv.com)**  
A one-stop shop to help students and families plan, apply and pay for education and training beyond high school. The site allows potential students to learn about federal and state grants, and search for scholarships nationwide. Students can also apply for PROMISE and learn about other financial aid programs in West Virginia.

Dictionary of Occupational Titles: **[www.oalj.dol.gov/libdot.htm](http://www.oalj.dol.gov/libdot.htm)**

Federal Career Opportunities: **[www.fedjobs.com](http://www.fedjobs.com)**  
and **[www.usajobs.gov](http://www.usajobs.gov)**  
Database of thousands of federal jobs including wage grades and how to apply.

Higher Ed Jobs: **[www.higheredjobs.com](http://www.higheredjobs.com)**  
A database of jobs in higher education.

Indeed.com: **[www.indeed.com](http://www.indeed.com)**  
A great database to search jobs by region or type.

# Locker Room



JobHunt: **[www.job-hunt.org](http://www.job-hunt.org)**

Extensive job search, resumes and services, plus direct links to other sites.

Jobs For Kids Who Like...: **[www.bls.gov/k12/students.htm](http://www.bls.gov/k12/students.htm)**

Military Career Guide: **[www.militarycareers.com](http://www.militarycareers.com)**

Monster Board: **[www.monster.com](http://www.monster.com)**

Conduct a job search, apply online, post resumes, and take virtual tours.

Occupational Outlook Handbook: **[www.bls.gov/ooh/](http://www.bls.gov/ooh/)**

Gives job descriptions, starting salaries, and annual income averages.

Student Center: **<http://college.monster.com>**

Features a questionnaire that helps career explorers narrow their choices, guidelines for resumes, cover letters and more.

Win Way's Hot Links to Hot Job Sites: **[www.winway.com](http://www.winway.com)**

Helps you create and post job-winning resumes, research employers and learn job-winning tips.

WV Clearinghouse: **<http://wvclear.wvstateu.edu>**

Great resource for WV students featuring financial aid packages, education plans, practice exams for the ACT and SAT, and much more.

WV Division of Personnel:

**[www.personnel.wv.gov/job\\_seekers/Pages/default.aspx](http://www.personnel.wv.gov/job_seekers/Pages/default.aspx)**

Lists state government job postings.





## Topic: Community Service

A high school senior started filling out scholarship applications and realized that all of them asked about his community service experiences. He didn't have any and it was too late to start. His chances of getting a scholarship were hurt because of this.



### Don't let this happen to your student:

1. Determine how your student can use community service to confirm or adjust his or her career goals. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Determine how your student can use community service to meet work-based learning requirements. \_\_\_\_\_  
\_\_\_\_\_
3. Determine how your student can use community service for scholarship, college or job applications. \_\_\_\_\_  
\_\_\_\_\_
4. Identify the agencies in your community that are possible sites for community service. \_\_\_\_\_  
\_\_\_\_\_

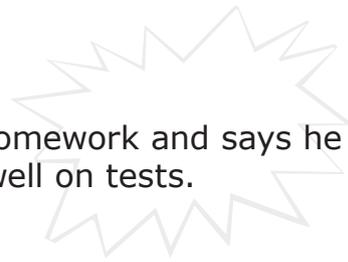
### What you, as the coach, should do:

- 1. Talk to your student about his or her interests.
- 2. Use your community and school contacts to help your student locate a community service site.
- 3. Help your student determine the community service requirements of their school and of colleges he or she is considering.
- 4. If your student is undecided about his or her career goal, talk about how you can use community service experiences to help make a decision.



## Topic: Study Skills

Your student spends a lot of time on homework and says he or she pays attention in class, but still doesn't do well on tests.



### What your student should do:

- 1. Ask questions in class and make sure he or she understands the answer.
- 2. If your student has trouble seeing or hearing in class, ask that the teacher move him or her to a closer seat.
- 3. If your student is seated close to students that create distractions, ask to be moved.
- 4. Ask parents, friends or brothers/sisters to quiz him or her on the topics he or she is studying.
- 5. Use his or her planner.
- 6. Take notes in class. Writing it down in his or her own words may help him or her remember it.
- 7. Remember, if the teacher writes it on the board or repeats it, it is important.
- 8. Join or start a study group. Compare notes.
- 9. Read ahead in the textbooks and make notes on key topics so he or she knows something about it when it comes up in class.

### What you, as the coach, should do:

- 1. Offer to "proof-read" homework to check for accuracy.
- 2. Quiz your student to help prepare him or her for tests.
- 3. Talk about the subjects your student is studying, giving examples from your experience.
- 4. Contact your student's school if you feel he or she has a learning problem.
- 5. Don't ask your student "What did you do today?" Ask, "What was the most interesting thing you learned today?"
- 6. Make sure your student eats breakfast and gets enough sleep.
- 7. Don't let your student's part-time job become more important than studying.



## Topic: Homework

You ask your student every evening what he or she has for homework and every evening, the student says “none.” Then you go to a parent/teacher conference and find out he or she is not turning in homework assignments.



### What your student should do:

- 1. Use a planner and update it daily.
- 2. Dedicate a specified time every evening to do homework.
- 3. Dedicate a specific place to do homework.
- 4. Keep all supplies handy.
- 5. Start on assignments that will take more than one evening the day they are assigned. For example: don't wait until the night before a book report is due to start reading the book.

### What you, as the coach, should do:

- 1. Check your student's planner every night. Note major assignments on the family calendar.
- 2. Provide a well-lit area for homework.
- 3. Purchase supplies as needed.
- 4. Help your student with homework, but don't do it for him or her.
- 5. If your student needs help you can't provide:
  - a. find someone to tutor your student such as an older child, friend, relative, or contact the school for peer and community tutors.
  - b. find the information you need to help your student on the internet. (see the Web Resources page.)



## Topic: Working With the School

The student brings home a report card with failing grades. The parent doesn't know who at the school to talk to about this problem.

### What your student should do:

- 1. Give you a class schedule, giving the names of the classes and the teachers he or she has, plus the name and phone number and e-mail address of his or her counselor, the assistant principal and the principal.
- 2. Correctly fill out the emergency contact card and update it if your family moves, changes phone numbers, etc.
- 3. Give you all the newsletters and other communications the school provides.

### What you, as the coach, should do:

- 1. Attend parent/teacher meetings and open houses.
- 2. Read your school newsletter and all other communications from the school when it comes.
- 3. Attend school events and volunteer for school projects.
- 4. If your student is having problems:
  - a. call for an appointment with the teacher or counselor.
  - b. ask the school what you can do to help. It isn't just their problem.
  - c. request that a Student Assistance Team (glossary) meeting be held for your student. Make sure to attend.
  - d. if there are problems at home that are contributing to the student's difficulties, let the school know.



## Topic: Test Taking Tips

Your student is getting ready to take a really important test, but he or she has a bad case of test jitters. You are afraid the student won't do well — not because he or she doesn't know the answers but because he or she will be nervous.

### What your student should do:

- 1. For classroom tests, keep up with the assignments and study for the test over several days. Don't wait until the night before and then "cram."
- 2. Join or start a study group. Play a game by breaking into two small groups and writing test questions the other side has to answer.
- 3. Get plenty of sleep the night before and eat a good breakfast that morning.
- 4. Refrain from "scary" discussions of the test with friends.
- 5. Try to relax by taking deep, steady breaths.
- 6. Quickly look over the entire test before beginning.
- 7. Answer each question in order, but skip questions that are difficult to answer. Come back to skipped questions after answering all the others.
- 8. Find out if there is a penalty for incorrect answers. If not, guess the answer to any question you are not sure of.

### What you, as the coach, should do:

- 1. Study with your student and quiz him or her on what will be covered on the test.
- 2. Make sure your student understands the importance of doing well on tests.
- 3. Help your student find study guides or internet resources.
- 4. Make sure you find out the scores your student makes on tests. This shows your student you are really interested in how he or she does.
- 5. Write the dates of big tests on the family calendar.





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