Preparing for Life After High School
A Four-Year Checklist for Students

Name: _____ **School**: _____

Whether you are planning to attend college, join the military or enter the workforce after high school, you can use this four-year checklist to ensure you complete your graduation requirements and develop the skills you need to succeed in life. Some goals may not apply to your path, and you may also wish to add your own goals. You will also need to determine how many community service hours your school requires and fill in the number you'll need to complete each year.

Freshman Year

Goals	Notes	Date Completed
Meet with my guidance counselor to develop a plan for achieving my graduation requirements.		
Develop a study plan. Complete four (4) of the following PrepSTEP Study Skills or Classroom Skills tutorials by the end of the year: • How to Memorize • How to Read Strategically • Multitasking Strategies • Reach Your Goals • Stay Organized • Use Your Time Wisely • How to Communicate with Your Teacher • How to Listen in Class • How to Take Better Notes • Succeed in Online Classes (if applicable)		
Attend a career fair. Which professions or military service branches interest you? Use the Career Preparation Center in PrepSTEP to explore careers.		
Complete _____ community service hours.		
Improve my core skills using PrepSTEP tutorials and practice quizzes in these areas (as needed): • English Language Arts: Reading, Writing & Language • Math and Science: Number and Quantity, Algebra, Biology • Social Studies: World History • Core Computer Skills		
Additional goals:		

Sophomore Year

Goals	Notes	Date Completed
Check in with my guidance counselor to review my graduation plan and adjust as needed.		
Take one class that challenges me.		
Complete the following PrepSTEP Information Literacy tutorials by the end of the first semester: • What is Information Literacy? • How to Find Good Sources and Format Citations • Succeed in Your Academic Writing • How to Avoid Plagiarism		
Complete _____ community service hours.		
Shadow a mentor in my field of interest.		
Build my job skills by completing three (3) Workplace Skills tutorials in PrepSTEP by the end of the school year. Choose among the following topics: • Teamwork • Effective Communication • Workplace Etiquette • Time Management • Job Interviewing • Social Networking		
Improve my core skills using PrepSTEP tutorials and practice quizzes in these areas (as needed): • English Language Arts: Reading, Writing & Language • Math and Science: Geometry, Earth Science • Social Studies: World History • Core Computer Skills		
Additional goals:		

College-Bound Students	Notes	Date Completed
Attend a college fair. You may also use the PrepSTEP School Finder to explore colleges and find the one that's right for you.		
Study for your college admissions test(s). Use PrepSTEP practice tests to get ready. Take at least one simulated test! Consider registering early for official tests. (Circle those that apply to you.) PSAT/NMSQT®	SAT®	ACT®	AP®	TOEFL iBT®	IELTS™		

Junior Year

Goals	Notes	Date Completed
Check in with my guidance counselor to review my graduation plan and adjust as needed.		
Shadow a mentor or find an internship in my field of interest.		
Prepare for the WorkKeys® job skills assessments. PrepSTEP has 10 practice tests to help you get ready!		
Improve my core skills using PrepSTEP tutorials and practice quizzes in these areas (as needed): • English Language Arts • Math and Science: Functions, Quantitative Comparison, Physics • Social Studies: U.S. History • Core Computer Skills		
Complete the following PrepSTEP Life Skills tutorials by the end of the school year: • The Basics of Credit • The Basics of Debt • Healthy Habits • How to Manage Your Money		
College-Bound Students	**Notes**	**Date Completed**
Schedule college campus visits.		
Requests transcripts and letters of recommendation.		
Research ways to pay for college. PrepSTEP Scholarship Finder lets you search more than 24,000 scholarships and awards.		
Optional: Take the official PSAT/NMSQT® test.		
Prepare for the SAT® (or ACT®, TOEFL iBT® or IELTS™) and register for the official test. You may wish to take the official exam once during your junior year and again at the beginning of your senior year. PrepSTEP offers tutorials, practice tests and a guided SAT® Prep Program to help you get ready.		
Military-Bound Students	**Notes**	**Date Completed**
Study for the ASVAB and register for the official test. The ASVAB measures your comprehension and ability in a broad range of career fields. Each service uses the ASVAB to see where and what jobs you would be a great fit for when joining the military. PrepSTEP offers practice tests, diagnostic exams and study guides (e-books) to help you prepare.		

Senior Year

Goals	Notes	Date Completed
Meet with my guidance counselor to confirm that I am on track to graduate on time.		
Keep my grades up! Improve my core skills using PrepSTEP tutorials and practice quizzes in these areas (as needed): • English Language Arts • Math and Science: Statistics and Probability, Chemistry • Social Studies: Civics & Government • Core Computer Skills		
Shadow a mentor or find an internship in my field of interest.		
Additional goals:		

College-Bound Students	Notes	Date Completed
Take the official ACT®, SAT®, TOEFL iBT® or IELTS™ exam.		
If enrolled in AP® courses, take a related AP® exam (May). PrepSTEP offers study tips and practice tests for nearly a dozen AP® exams.		
Complete and submit college applications. PrepSTEP has e-books and tutorials to guide you in writing college admissions essays.		
Complete and submit scholarship applications.		
Optional: Prepare for college placement exams. PrepSTEP contains practice exams for ACCUPLACER® and ASSET® tests.		

Military-Bound Students	Notes	Date Completed
Take the ASVAB.		

Career-Bound Students	Notes	Date Completed
Study for career license exams using PrepSTEP practice tests. PrepSTEP offers practice tests, flashcards and e-books to help you study for career tests in nursing, allied health, teaching, civil service, cosmetology, culinary arts, law enforcement, plumbing, electrical, real estate and more.		

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