

Name _____
Discover User Name – student ID _____
Password – birthdate MM-DD-YY (must use dashes)

Discover web address – www.act.org/discover/login

When your students receive the Sophomore Career Information Sheet in 10th English I (Crimson), they will receive instructions from the counselors as to how to login to Discover. Students will only need their Discover user name and Discover password to complete the Sophomore Career Information Sheet and the electronic portfolio.

10TH GRADE CHECKLIST

Your student must have the following items completed in his/her gray TAP folder or completed electronically to pass all three trimesters of TAP. As you receive the materials from the counselors and John Wolfe, you may set your own appropriate deadlines for your students; however, all of these materials should be completed by the end of third trimester in TAP.

THE COUNSELORS WILL BE WORKING WITH YOUR STUDENTS ON THE FOLLOWING ITEMS; CONTACT THEM IF YOU NEED MORE COPIES!!!

Item and Description

Completed

Current Academic Record

- TAP Lesson from counselors
- Displays grades, credits earned
- May be obtained on SISWEB

H.S. & Beyond Plan

- Obtain from counselors
- Tracks academic progress toward a specific career path,
- a career goal, and a 5th year

World of Work Map

- Obtain from counselors
- Visual representation of a career path and a career goal

Sophomore Career Information Sheet (Gold Sheet)

- Counselors will be working in 10th English I (Crimson) with students on this assignment; see counselors for copies for students who do not have 10th English I. They are still responsible for it.
- There are two parts to the information sheet: the back of the sheet is a short exercise the students will complete, and the

students will also add information to their E-Portfolio. The E-Portfolio is addressed in another portion of this checklist.

Freshman Career Education Packet

- Students need this packet only if they were a student here last year – **IF YOU HAVE A STUDENT WHO WAS NOT HERE LAST YEAR, PLEASE SEE MRS. CLARK FOR A WAIVER!!!**
- Counselors will give you the streamlined Freshman Career Information Sheet for students who still need to complete this assignment (single purple sheet)

THE FOLLOWING ITEMS WILL BE TAP LESSONS DURING THE 2008-09 SCHOOL YEAR; YOU WILL CONTACT JOHN WOLFE IF YOU NEED MORE COPIES!!!

Item and Description

Completed

Annual Goals Lesson 08-09

- Green packet
- Assigned during Extended TAP (9/12)

Academic Improvement Part One 08-09

- Green packet
- Assigned during Extended TAP (10/8)

Academic Improvement Part Two 08-09

- Green packet
- Assigned during Extended TAP (11/5)

Academic Improvement Part Three 08-09

- Green packet
- Assigned during Extended TAP (1/14)

Academic Improvement Part Four 08-09

- Green packet
- Assigned during Extended TAP (2/11)

Job Application/Cover Letter

- Gold sheet for job application – students fill it out
- 3 page white handout outlining how to write a cover letter
- Students must complete the cover letter according to the requirements outlined in the handout
- Assigned during TAP (4/6)

Reflection/Planning for Next Year 08-09

- Green packet
- Assigned during Extended TAP (5/13)

STUDENTS SHOULD HAVE COMPLETED THE FOLLOWING ITEMS DURING THE 2007-08 SCHOOL YEAR; SEE JOHN WOLFE IF YOU NEED COPIES. STUDENTS WHO WERE NOT HERE DURING THE 2007-08 SCHOOL YEAR DO NOT NEED TO COMPLETE THESE ASSIGNMENTS; SEE MRS. CLARK FOR A WAIVER!!!

Annual Goals Handout 07-08

- Single green sheet – front and back
- TLC emblem on top
- Students set goals for 07/08 school year

Academic Improvement Plan 07-08

- Single green sheet – front and back
- TLC emblem on top
- Students developed an academic improvement plan

THE FOLLOWING ITEMS WILL BE COMPLETED BY FOLLOWING THE INSTRUCTIONS ON THE SOPHOMORE CAREER INFORMATION SHEET; MOST STUDENTS SHOULD COMPLETE THESE ASSIGNMENTS IN 10TH ENGLISH I (CRIMSON)!!!

Interest Inventory

- Step one on the Sophomore Career Information Sheet
- Completed in 10th English I (Crimson)

Review your portfolio

- Step two on the Sophomore Career Information Sheet
- Completed in 10th English I (Crimson)

Research job training

- Step three on the Sophomore Career Information Sheet
- Completed in 10th English I (Crimson)

YOU WILL RECEIVE SPECIFIC INSTRUCTIONS FROM THE COUNSELORS AS TO HOW YOU CAN VIEW THESE ASSIGNMENTS ELECTRONICALLY TO MAKE SURE STUDENTS HAVE COMPLETED THEM!!!

THE FOLLOWING ITEMS SHOULD HAVE BEEN COMPLETED DURING THE 2007-08 SCHOOL YEAR; THESE ARE ELECTRONIC ITEMS THAT ARE COMPLETED USING THE DISCOVER PROGRAM.

Abilities Inventory

- Completed in Frosh Health class

Research a Career Goal

- Completed in Frosh Health class
