**7th grade**

* Career Exploration Lessons (3)
* Use MN Career Information System (MCIS) program for self-assessments and research
	+ Learning Styles Survey
	+ Career Clusters Inventory
	+ Research 2 occupations (from top career clusters)

**8th grade**

* Career Exploration Lessons (4)
* Use MN Career Information System (MCIS) program for self-assessments and research
	+ Interest Areas (Realistic, Investigative, Artistic, Social, Enterprising, Conventional)
	+ Interest Profiler
	+ Education Options
		- Different types of postsecondary options (2 yr, 4 yr, etc.)
		- Apprenticeships
	+ Levels of Degrees (Associate’s, Bachelors, …)
	+ Career Cluster Inventory
	+ Research 2 occupations & upload research into MCIS profile
* At registration time, talk to 8th graders about preparing for high school and changes between middle school and high school
	+ 1) Graduation Requirements,
	+ 2) Importance of Grades/GPA, passing classes, how to make up credits, etc.
	+ 3) College in the Schools (CIS) and Post-Secondary Education Options (PSEO) opportunities and GPA requirements
* At spring conferences, hold 8th grade parent informational meeting and provide parents with same information given to students

**9th grade**

* In September, talk to all 9th graders about:
	+ 1) graduation requirements,
	+ 2) importance of grades, and
	+ 3) College in the Schools (CIS) and Post-Secondary Education Options (PSEO) opportunities and GPA requirements
		- Send letter home to parents and include graduation requirements
* Career Exploration Fair @ CLC, Brainerd
	+ (October/November) Students attend three 40-minute sessions
		- Letter sent home to parent informing them of the career fair
* Offer PSAT 9 in spring and do score interpretation with students
	+ Email sent to parents informing them of the PSAT 9 opportunity
* Career Unit in Social 9 class, approx. 6-8 weeks, use MCIS for self-assessments and research
	+ SMART Goals
		- What are SMART goals, create their own SMART goals
	+ Discuss importance of postsecondary education and more in-depth information
		- Different college options, scholarships, financial aid, etc.
		- School Sort
	+ Interests assessments
		- Career Cluster Inventory, IDEAS, Interest Profiler, Reality Check
	+ Research 3 occupations in depth
	+ Future Self activity (write about their dream life and record themselves talking to themselves in the future)
	+ In the past, guest speakers from various career backgrounds

**10th grade**

* Career Exploration Fair @ CLC, Staples
	+ (January) Students attend three 40-minute sessions
* Speak with eligible Sophomores about taking College in the Schools (CITS) courses in grades 11-12.
	+ Eligible students have a minimum 3.0 cumulative GPA
* Host an informational meeting about the Post-Secondary Enrollment Option (PSEO)
	+ Meeting in February per the requirement set by the MN Dept of Education
		- Timeline, Process, Requirements, etc.
	+ Parent meeting also required prior to enrollment in the PSEO program
* Administer the Accuplacer test to all Sophomores intending to enroll in CITS courses or enroll as PSEO with Central Lakes College in Brainerd
	+ Reading, Elementary Math, and College Math tests administered.
	+ Students must obtain certain scores to enroll in CITS or PSEO
* Administer the Pre-ACT to all students
	+ Letter explaining the Pre-ACT mailed home
	+ Realistic testing experience for the ACT
	+ Accurate prediction of ACT scores
	+ Interest Inventory – students are matched with careers that align with their interests
	+ Results explained to students, score reports mailed home

**11th grade**

* College Fair at CLC Brainerd (October)
	+ Optional for Juniors
* Career Exploration Field Trip to either CLC Brainerd (Bridges) or ICC Grand Rapids (March)
	+ Students explore college and career options
* Offer and administer the PSAT (November)
	+ Score interpretation provided for students
* Offer the ASVAB (October/November)
	+ Administration, score interpretation, and career exploration facilitated by military personnel
* Offer and administer the ACT (February or April)
* ACT prep
	+ Letter explaining the ACT mailed home
	+ Use a full class period to inform Juniors about the ACT
		- Why test scores are important
			* College acceptance – 4-yr college admission requirement
			* Scholarships
			* Course placement in college
		- Test content and format
		- Length of timed sections
		- Prep Resources
			* Prepfactory
			* MNCIS
			* ACT website
			* ACT prep every Wednesday, Period 8, provided by Mrs. Sander
		- Hand out provided study guides from ACT
* Administer the Accuplacer to Juniors enrolling in CITS or PSEO the following year
* Advise Juniors interested in PSEO
* Junior Advising (April/May)
	+ Course selection for Senior Year
	+ College visits over summer
* At spring conferences, hold 11th grade parent and student meeting
	+ Graduation requirements
	+ Timelines: college applications, FAFSA, scholarships, etc.

**12th grade**

* Individual Senior Advising (September)
	+ Graduation
	+ Honors Diploma
	+ College Application timeline
	+ FAFSA
	+ ACT retake (October)
* Senior Newsletter mailed home (September)
	+ Resources and information pertaining to Senior Year
* College Fair at CLC Brainerd (October)
	+ Optional for Seniors
* Financial Aid Workshop (October)
	+ Hosted by a Central Lakes College Financial Aid professional
	+ Resources for the FAFSA
* College App-athon (October)
	+ Hosted annually in the Media Center during the MN Office of Higher Learning Free Application Week
	+ Door prizes
* College Representatives and Military Representatives
	+ Reps visit AHS frequently
	+ Dates/Times posted outside the Counseling Office and on the announcements
* Scholarship opportunities
	+ Posted on the Counseling website and the daily announcements
	+ Aitkin Dollars for Scholars presentation during the school day
		- Instructions on how to apply provided to all students