**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