

Steps for Academic and Career Planning

GRADE	6	7	8	9	10	11	12
Meet with your counselor to discuss, create and update your Individualized Career and Academic Plan (ICAP)
Take career-related assessments in Naviance
Talk to parents/legal guardians, teachers and a counselor about your interests and post-secondary goals
Talk to parents/legal guardians and other adults about their careers
Attend career and elective fairs
Identify and research potential careers
Look at colleges and identify high school courses needed for college admission
Educate yourself about the different kinds of diplomas and the requirements for each
Review the Program of Studies and identify courses you would like to take in the future
Enroll in Honors, Advanced Placement, Dual Enrollment and other advanced academic courses offered in high school
Challenge yourself academically; strive for a higher GPA each year
Participate in school and community activities
Consider summer enrichment programs, including campus, school-based courses and college courses
Consider volunteering or service learning activities
Create a game plan in Naviance Family Connection and update it each year
Start exploring financial aid options
Review your academic record to ensure information is correct
Start narrowing your field of potential careers and identify colleges that offer related majors
Become familiar with the T.C. Williams College and Career Center
Visit the Scholarship Fund of Alexandria office
Take PSAT/SAT
Identify teachers, coaches or other adults who might write letters of recommendation for you
Attend college fairs and see presentations by college admissions representatives visiting T.C. Williams High School
Create a résumé in Naviance; update annually
Research and start applying for potential scholarships
Consider a part-time job or volunteer opportunity in a field related to your career goals
Start narrowing your college choices and visit the schools; create a filing system for notes
Consider community college, technical schools or apprenticeship programs
Start the application process for a military academy
Take College Entrance Exams (SAT, ACT, SAT Subject); retake as needed
Take the ASVAB if considering military options; retake as needed
Practice interviewing skills
Narrow your college list to five or six schools and visit the campuses
Write your college application essay and/or personal statement
Complete and send college applications; decide if you are applying for early decision
Consider applying to the Pathway to the Baccalaureate Program through Northern Virginia Community College (NOVA)
Take the NOVA placement exams if considering the community college
Tell your counselor what colleges you are applying to so the appropriate information will be sent
Request letters of recommendation through Naviance
Complete the Federal Financial Aid Forms (FAFSA) as close to January 1 as possible
Complete the Scholarship Fund of Alexandria application and any other scholarship applications
Meet with a recruiter if you are joining the military; complete paperwork
Inform your counselor of your final post-secondary plans
Notify colleges by May 1 of your final decision
Participate in the Senior Experience program
Graduate with an action plan for your future success