

## Student Transition Planning Calendar

Grade Level/ Goals	September/October	November/December	January/February	March/April
9 <sup>th</sup> Grade “What are my strengths and what do I need to improve?”	-Discussing individual strengths and areas that need improvement. -Explore opportunities for extracurricular involvement, such as clubs.	-Discuss test-taking vs. evaluation. -Review tests required for graduation and explore other such as the PSAT’s.	-Complete Transition Skills Inventory. -Practice my participation in the Transition Meeting.	-I will participate in my Transition Meeting and Annual Review by making introductions and thanking everyone for coming to my meeting. -Complete a resume including my strengths/weaknesses.
10 <sup>th</sup> Grade “How do my strengths and skills relate to a job?”	-Complete the Transition Skills Inventory and notice any differences from last year. -Discuss “hopes and dreams” for my future. -Explore opportunities for extracurricular involvement.	-Discuss own strengths and how to improve skills in my personal life, job skills, education and planning for independent living.	-Update my resume. -Complete Student Plan sheet for beginning to explore jobs. -Write letter to myself reflecting on my strength and needs for improvement and how they relate to my goals.	-I will participate in my Transition Meeting and Annual Review, by presenting my resume, including goals, strengths and weaknesses for the Committee.
11 <sup>th</sup> Grade “What activities and/or further training do I need to participate in to prepare for my future?”	-Complete Transition Skills Inventory and reflect on past responses. -Try out a new club or activity – maybe join a community organization such as volunteering for the Community Chest.	-Explore potential jobs that match my interests. -Explore job search resources (i.e. Career Zone, E-Choices, NYS Dept. of Labor, etc.). -Possibly set up a job shadow.	-Check with my school counselor about graduation requirements. -Review my updated transcript. -Find out about SAT or ACT requirements, test dates and special testing requests.	-Participate in my Transition Meeting and Annual Review and present strengths and goals using my resume or other visual I have created.
12 <sup>th</sup> Grade “Am I ready to move into the job force, independent living, further education, etc.?”	-Complete Transition Skills Inventory and reflect on past responses. -Prepare documentation of club involvement or community service activities.	-Meet with my school counselor to be sure I have completed all graduation requirements. -Review my updated transcript. -Complete and refine my resume and present it at my Transition/Annual Review meeting.	-Organize and update my Transition Binder, include any information from other classes, such as awards earned, projects or other work that highlight my skills.	-I will complete at least a draft resume, sample cover letter and sample post-interview thank-you letter.