

Cynthia Nava
Superintendent
P.O. Drawer 70
Anthony, New Mexico 88021
(505) 882-6200



GADSDEN INDEPENDENT SCHOOL DISTRICT PRE-REGISTRATION INFORMATION

Dear Parents,

We encourage you to review this handbook, along with A Guide to Career Clusters and Pathways, with your son/daughter concerning the requirements and course offerings, and then assist your child in developing a schedule for next year.

Students who plan to enroll in the Gadsden Independent School District should check this handbook carefully before completing the pre-registration work sheet. This handbook contains information concerning registration and graduation requirements, and A Guide to Career Clusters and Pathways contains descriptions of each course taught in the high schools. Information regarding college requirements, college tests, financial aid, scholarships, and career objective plans may be acquired from your counselor.

Students should be very careful in their selection of courses. Choice of courses at this time will determine the master schedule to be devised for the next school year. Requests will determine what courses will be offered and the number of class sections for each course. Careful course selection helps the student obtain the courses wanted.

Parents, you are encouraged to use this pre-registration handbook and the Guide to discuss and assist your child in the selection of courses. Your involvement in this process of course selection will greatly aid your child in making appropriate choices for their academic program toward graduation. Please feel free to call the school if you desire further information.

Sincerely,

Cynthia Nava,
Superintendent

**GADSDEN INDEPENDENT SCHOOL DISTRICT
HIGH SCHOOL PRE-REGISTRATION HANDBOOK**

Table of Contents

Testing Information	5
Classification of Students	5
• Policies for Transferring Credit from Foreign Countries	5
• Classification Requirements	5
• Graduation Credit and Home Schooling	5
• Credit for High School Classes at the Middle School	6
Graduation and Beyond	6
• Graduation Requirements	6
• Post-Secondary Preparatory Courses	7
Course Selection	7
• Guidelines	7
• Course Fee Schedule	8
• Courses Which Can be Taken More Than Once for Credit	8
Grades and GPA	8
• Grading System	8
• Class Ranking Requirements	9
• Honors/AP Course Information	9
Other Forms of Coursework	9
• Independent Study Program	9
• Correspondence or Extension Study	10
• Desert Pride Academy Information	10
Gateways to Careers	10
• One Stop Career Centers	10
• Community College Articulation	11
Planning for Graduation Checklist	12
Next Step Plan	13-16

TESTING INFORMATION

The following information is offered as a guide to assist parents and students. It is recommended that all students take advantage of these tests when they are offered.

- PSAT:** A preview test to the SAT that is available to all sophomores and juniors; National Merit Scholarship Qualifying Test when taken as a junior
- ACT:** A college admission test accepted by all universities; preferred by most New Mexico Universities.
- SAT:** A college admission test accepted by all universities, preferred by exclusive schools and by Texas schools

Test dates are available in the Counseling Center and in English classes. Depending on the school, ACT or SAT scores are required for college admission.

- Interest Inventories:** Assessment tools available to help students determine career interests
- ASVAB:** A military aptitude test available to all grades; on a volunteer basis
- ACT/Compass:** An entrance exam for the Doña Ana Community College and for qualification for courses articulated with DACC.

Testing Calendar

- PSAT: Fall/Spring
NMHSCE: Fall/Spring
NMSBA: Spring
PLAN: Spring
NMELPA: Spring
SAT: See counselor for information
ACT: See counselor for information
ASVAB: See counselor for information

CLASSIFICATION OF STUDENTS

POLICIES FOR TRANSFERRING CREDITS FROM FOREIGN COUNTRIES

- 1) Students transferring from Mexico (or countries with similar grading systems) should present their transcript to the counselors to be evaluated as follows:
 - a. Only Grade 3 of *secundaria* (U.S. Grade 9) should be reviewed along with grades 1, 2, & 3 of *preparatoria* (U.S. Grades 10, 11, 12). Only those courses for which the student has earned an A, B, C, or D (A = 95, B = 85, C = 75, D = 65, unless percentage grades are on transcript) will be counted for credit. A student may only transfer up to eight (8) credits **per year**, some of which may be electives. A student may only transfer up to a total of **8 credits**.
 - b. The students may transfer half-credits if earned under a semester system.
 - c. Grade conversion: Numerical grades based on a scale of 10 are converted into percentages / letter grades as follows:

$$10 = 100 = A+$$

$$9 = 90 = A$$

$$8 = 80 = B$$

$$7 = 70 = C$$

$$\underline{6 = 60 = D}$$

$$0-5 = 50 = F \quad \text{(No Credit Allowed)}$$

(Numerical grades with decimals **are not** to be rounded off.
A 7.9 is still 79, which equals a C)

- 2) Student enrolling with transcripts from countries with dissimilar systems will be evaluated on an individual basis.
- 3) **Foreign exchange students may only be classified as 11th grade students and are not eligible to graduate from Gadsden Independent School District.**
- 4) **Persons who have successfully completed the equivalent of U.S. high school in their country of origin are NOT eligible to matriculate in high school in New Mexico.**

CLASSIFICATION REQUIREMENTS (determined in June of each year)

- To be classified as a sophomore a minimum of 6 credits are needed.
- To be classified as a junior a minimum of 12 credits are needed.
- To be classified as a senior a minimum of 20 credits are needed.
- Transfer students entering with 19 credits are reclassified in January as seniors.
- Seniors need 28 credits to graduate. ** (See page 6)

GRADUATION CREDIT AND HOME SCHOOLING

New Mexico Statutes require any person operating or intending to operate a home school to notify the Secretary of Education of the establishment of a home school within thirty (30) days of its establishment and to notify the Secretary of Education on or before April 1st prior to each subsequent year of operation. Graduation credit will only be given to home

school students upon the receipt of a transcript from an accredited online and/or correspondence school, as required by Public Education Department regulations.

CREDIT FOR HIGH SCHOOL COURSES AT THE MIDDLE SCHOOL

At the present time, Gadsden ISD offers five courses that students can take at the Middle School level that will earn them High School graduation credit. Those courses are:

- English 1
- Algebra 1
- Spanish 1 & 2 equals 1 Foreign Language Credit
- PREP

Qualifying Steps for Placement into Various Courses

To be eligible for placement into English 1 and Algebra 1, students must meet the following eligibility criteria:

- Step 1: Students qualify automatically if their performance on the New Mexico Standards-based Assessment (NMSBA) receives a rating of Advanced in Language Arts and/or Mathematics.
- Step 2: Students whose performance on the New Mexico Standards-based Assessment (NMSBA) receives a rating of proficient in Language Arts and/or Mathematics may still be considered. If the student is referred to the Student Assistance Team (SAT) for placement, the committee will consider the student's grades and teacher recommendation and any other previous standardized tests. These students will qualify on the recommendation of the SAT after considering this information. If the student still does not qualify, the end of the book test in Pre-Algebra or a Language Arts Department test may be added to the student's profile and the SAT may reconsider approval of the placement.

Credit for English 1 and/or Algebra 1 will be awarded as follows:

1. Students earning 80-100% in English 1 and/or Algebra 1 as 8th-grade students are eligible for Honors English 2 and/or Honors Geometry.
2. Students earning 60-79% in English 1 and/or Algebra 1 as 8th-grade students will be placed in English 2 and/or Geometry.

In order to receive High School elective credit for Spanish for Native Speakers 3, students must have passed with a 60% or better for both semesters.

STUDENTS MAY NOT TAKE THESE COURSES AGAIN AT THE HIGH SCHOOL IF THEY HAVE ALREADY PASSED THEM AT THE MIDDLE SCHOOL LEVEL (As per 6.30.2 NMAC- "A student cannot take the same course twice for credit.") Notice of/Credit for these courses will be transmitted by an official letter/transcript from the middle school and sent to the Office of the Associate Superintendent for Instruction, and the corresponding High School Principal and Counseling Department Chair.

GRADUATION AND BEYOND

GRADUATION REQUIREMENTS

<p>For the graduating classes of 2009 through 2012, successful completion of a minimum of twenty-eight (28) credits in grades nine through twelve (9-12) will be required for graduation. These credits* will be as follows:</p> <ol style="list-style-type: none"> A. Four (4) credits in English B. Three (3) credits in Mathematics C. Three (3) credits in Science, all of which will have a laboratory component D. Four (4) credits in Social Sciences <ol style="list-style-type: none"> a. Principles of Democracy (American Government/Economics)—1 credit b. New Mexico History/Geography—1 credit c. United States History/Geography—1 credit d. World History/Geography—1 credit E. One (1) credit in Physical Education/Health F. One (1) credit in Communication Skills/Business Education/Foreign Language Level 3 G. Two (2) credits in Foreign Language H. Ten (10) elective credits 	<p>Starting with freshmen entering in 2009-2010 (class of 2013), successful completion of a minimum of twenty-eight (28) credits in grades nine through twelve (9-12) will be required for graduation. These credits* will be as follows:</p> <ol style="list-style-type: none"> A. Four (4) credits in English B. Four (4) credits in Mathematics C. Three (3) credits in Science, all of which will have a laboratory component D. Four (4) credits in Social Sciences <ol style="list-style-type: none"> a. Principles of Democracy (American Government/Economics)—1 credit b. New Mexico History—1 credit c. United States History/Geography—1 credit d. World History/Geography—1 credit E. One (1) credit in Physical Education/Health F. One (1) credit in a career cluster course/Career Communications/Foreign Language Level 3 G. Two (2) credits in Foreign Language H. Nine (9) elective credits, including one (1) of these options: <ol style="list-style-type: none"> a. An Advanced Placement course b. An honors course c. A dual-credit course d. A distance learning course
---	--

** Students who transfer as seniors to Gadsden Independent School District from a traditional six-period or seven-period day will be required to complete successfully the minimum state requirement of 24 credits including the required courses.*

NO STUDENT SHALL RECEIVE A HIGH SCHOOL DIPLOMA WHO HAS NOT PASSED THE NEW MEXICO HIGH SCHOOL COMPETENCY EXAM (NMHSCE)** in the subject areas of language arts, reading, composition, math, science, and social science. If a student exits from the school system at the end of grade twelve without having passed the New Mexico High School Competency Exam (NMHSCE), s/he will receive an appropriate certificate indicating the number of credits earned and the grade completed. Students who do not pass all sections of the NMHSCE and fulfill all of the graduation requirements (28 credits) cannot participate in graduation ceremonies.

****Awarding of a high school diploma or certificate of completion to students in a special education program shall be in accordance with Educational Standards for New Mexico Public Schools, effective July 1988.**

POST SECONDARY PREPARATORY COURSES

Taking a college entrance exam and having a high grade point average will not guarantee student admission into a university. The student will also need to complete successfully a series of high school courses, which the universities believe will prepare them for university studies. In order to meet these requirements, it is **RECOMMENDED** that the student complete the following courses:

English	Four (4) Credits	English 1, 2, 3, and 4
Science	Four (4) Credits	Subjects such as Integrated Science, Biology, Chemistry, Physics, Environmental Science, and Human Anatomy/Physiology
Mathematics	Four (4) Credits	Algebra I, Algebra II, and Geometry; Trigonometry and Calculus are highly recommended for students going into engineering
Social Sciences	Three (3) Credits	Principles of Democracy, United States History, and World History
Foreign Language	Three (3) Credits	A minimum of two years of the same foreign language will fulfill this requirement
Fine Arts	One (1) Credit	Courses from the following fields: art, music, theater arts
Computer Technology	One (1) Credit	Course from Computer and Information Technology

*College entrance requirements vary. See your counselor for the college in which you are interested and/or secure a catalog directly for the college. Materials are available in the Counseling Center to help students research information and decide on a university. (Note: Students may be denied admission to the university of their choice if they have not taken the recommended high school courses that meet their admissions policy. **IT IS THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENTS TO ENSURE THAT RECOMMENDED COURSES ARE COMPLETED.**)*

COURSE SELECTION

GUIDELINES

Courses will only be offered if requested by a minimum of 15 students. The Central Management Team (CMT) must approve exceptions.

- 1) Students will enroll in eight classes for the year. Seniors' schedules will be modified to meet their specific needs.
- 2) Students planning to complete graduation requirements in December (end of 1st semester) should contact their counselor by the end of the first grading period.
- 3) Schedule changes are only granted for the following reasons:
 - a) **The student is misplaced in a class and does not have the necessary skills or prerequisites.**
 - b) **The student has taken the course before and successfully completed it.**
 - c) **A senior needs a required course for graduation.**
 - d) **The principal will be the final authority in approving all schedule changes.**
- 4) In order to enroll in a course, students must have been enrolled in and successfully completed the prerequisites for that course in the previous semesters.
- 5) Students will be enrolled in required courses appropriate to their grade classification and ability.
- 6) Students not present the first day of school will forfeit their class choices during pre-registration. If classes are a forfeit, students may select classes from those that still remain open.
- 7) The absentee policy starts the **first** day of each semester. Students absent **10** consecutive days from the beginning of the school year will be dropped as "no-shows." Parents must re-enroll students who have been dropped because of 10 consecutive days of absence. Previous selection of classes is forfeited; students may select classes that still remain open.
- 8) No class fees will be refunded after student has been enrolled in a course 10 or more days.
- 9) Students who enroll in Gadsden Secondary Schools after the first six (6) weeks may **not** receive credit for that semester, pending appeal to the principal/designee. The only exception is a student transferring from another school in which they were enrolled immediately prior to registration at Gadsden Secondary Schools.

COURSE FEE SCHEDULE

This is the fee schedule for the following courses:

Business/Technology	\$10.00
Consumer/Homemaking Education	\$10.00
Fine and Performing Arts	\$10.00
Drivers Education	\$ 5.00
Science	\$10.00
Career Pathway*	\$10.00

*Students in Career Pathway courses may be required to pay for a toolbox or kit that is required for the course; the cost varies with the type of course.

COURSES WHICH CAN BE TAKEN MORE THAN ONCE FOR CREDIT

The chart below identifies courses which can be taken more than once and defines the maximum allowable enrollment opportunities and awarding of credit. **Students may not repeat any other courses for credit. NOTE: NO FRESHMEN ARE ALLOWED TO ENROLL IN MAJOR SPORTS; instead, they can only be enrolled in regular PE or Weight-Training.**

Title	Times / Credits
Gymnastics 1	4
Gymnastics 2	4
Girls Volleyball	4
Girls Soccer	4
Girls Basketball	4
Softball	4
Boys Soccer	4
Boys Basketball	4
Football	4
Baseball	4
Fitness Cond. Activ. – Athlete	4
Weight Training – Athlete	4
Athletic Training	4
Library/AVC Aide	2
Peer Counselor	4
School Orientation (Upward Bound)	4
Technology Systems (PREPS)	4
Health for Parenting Teens (GRADS)	4
Study Skills (DPA ONLY)	4
Culinary Arts 2	2

Title	Times / Credits
Marching Band	4
Concert Band	4
Contemporary Band	4
Music-Mariachi 1	2
Music-Mariachi 2	2
Guitar	4
Piano	4
Music Theory	4
Chorus – Concert Choir	4
Vocal Ensemble	4
Art Portfolio	4
Expressive Movement	4
Journalism – Newspaper	4
Journalism – Yearbook	4
Mass Media - Production	4
ROTC 1	2
ROTC 2	2
ROTC 3	2
ROTC 4	2
Culinary Arts 3	2

GRADES AND GPA

GRADING SYSTEM FOR SENIOR HIGH SCHOOL (A7/1/85; R8/27/96)

- 1) The teacher will assess all students and record all grades numerically. No grades will be represented by dots, dashes, stars or other non-numerical symbols.
- 2) Grades are determined on the basis of total possible points for grading period; curving of grades is not permitted.
- 3) Each session will have two terms and each term grade will be calculated numerically by averaging all grades.
- 4) A percentage grade will be derived from the numerical grade and will be assigned a letter equivalent based upon the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
50-59	F
- 5) The session average for all **year-long** or **A/B Block Courses** will be determined by the following percentages:

40% - Average of 1 st and 2 nd 9 weeks grades
10% - Fall semester Exam
40% - Average of 3 rd and 4 th 9 weeks grades
10% - Spring Semester Exam
- 6) The session average for all **4 X 4 Block Courses** will be determined by the following percentages:

40% - 1 st 9 Weeks
40% - 2 nd 9 Weeks
20% - Final Exam

- 7) Student progress will be assessed frequently and reported to the student. It is required that, at a minimum, students' progress will be assessed one time each week and recorded in the grade book.
- 8) Parents will be notified of student progress at regular intervals prior to the end of a semester.
- 9) The weight of various assignments during the **semester** will be left to the discretion of the teacher. However, the weighing of assignments must be logical, fair, and described in the classroom procedures so the students are aware of the system being used.
- 10) Grades will reflect academic performance skill levels. Grades will absolutely not be used as disciplinary censure.
- 11) Grade point calculations will be based on the following scale:

90-100	equivalent to A
80-89	equivalent to B
70-79	equivalent to C
60-69	equivalent to D
50-59	equivalent to F
- 12) Honors courses/AP courses will be awarded as follows:

90-100	+ 5 points
80-89	+ 5 points
70-79	+ 5 points
60-69	No extra points
50-59	No extra points

GPA will be determined by the total grade points earned. Grade points will be figured based upon the credited courses.

CLASS RANKING REQUIREMENTS

(based on a numerical system, as indicated above)

In order to qualify for ranking in the top 10% of the graduating senior class, a student must complete their entire senior year (9 months) in the Gadsden Independent School District. To be eligible for such ranking, students who wish to graduate in less than four years, or those transferring from another district, **must also** complete their entire senior year in Gadsden.

HONORS COURSES

The courses listed below are those courses that have been determined to be honors courses, and as such they will be awarded honors points, given for letter grades of A, B, or C only. Entry into these courses is determined by prerequisites, invitation, and teacher/counselor recommendation.

Honors English 1	Honors Algebra 2	Honors Integr. Sci. 3--Biology	Honors Spanish 3
Honors English 2	Honors Geometry	Honors Integr. Sci. --Chemistry	Honors French 3
Honors English 3	Honors Trigonometry	Honors Integr. Sci. --Physics	Honors U.S. History
Honors English 4	Honors Differential Calculus	Honors Anatomy/Physiology 1 & 2	Honors World History
Honors Algebra 1	Honors Integr. Science 1 & 2	Honors Sports Physiology 2	

ADVANCED PLACEMENT COURSES

The Advanced Placement Courses listed below are the courses that have been designed to meet the rigorous academic requirements of the Advanced Placement (AP) Program. The AP Program is a cooperative educational endeavor between secondary schools and colleges and universities. Students may elect to take the AP examination in each AP course they have successfully completed in order to demonstrate college-level achievement. Upon passing the exam, the student can receive college or university credit for the course. These courses will also be awarded points on a five-point scale (given for letter grades of A, B, or C only) when determining grade-point average.

AP Art	AP English
AP Calculus AB	AP Spanish Language
AP Biology	AP French Language
AP Chemistry	AP United States History
AP Physics	AP World History

AP courses do not substitute for required courses.

OTHER FORMS OF COURSEWORK

INDEPENDENT STUDY PROGRAM

This program is designed for those students wishing to take a course that could not be justified due to the small number of student requests, or for those students wishing to add a course of interest outside of the regular schedule of classes.

1. **Students will not be allowed to take any core subject required for graduation through the Independent Study course number.** The core subjects are listed on page 6 under Graduation Requirements, letters A-G.
2. All independent study courses must have approval from the school principal, counselor, and teacher of record.
3. The number of credits earned is contingent upon the number of hours the student is engaged in study.

4. The student must complete all Independent Study course work assigned and the teacher of record must submit grades for these students during the time that grades for all other courses are due.
5. Each student must sign a contract of study that has been approved and signed by the school's teacher of record, counselor, and principal. The contract must include the following:
 - a. Course content should include 180 hours of engagement for one (1) credit.
 - b. Evaluation methods and method of grade determination must be specified.

CORRESPONDENCE, ONLINE, OR EXTENSION STUDY

Credits earned through correspondence, online, or extension study may be accepted if such credits are from schools approved or accredited by the National Home Study Council, the State Board of Education of the state in which they are located, or by a college or university that is regionally accredited for such purposes.

All correspondence, online, or extension study must have prior approval and verification of accreditation of the offering school, from the school counselor, and must have the principal's approval prior to correspondence or extension study registration.

THE DESERT PRIDE ACADEMY

The Desert Pride Academy offers an educational environment that provides the flexibility and support needed for non-traditional students to complete their high school program. The academic focus is on the core subjects of language arts, mathematics, social studies, and science, in addition to a limited number of electives that allow for an individualized self-paced program. The student population is composed of dropouts in recovery, those over-aged, and those referred for long-term suspension.

Criteria for Admission

1. Student must be 16 – 21 years of age.
2. Student must be at least one school year behind in their academic credits.
3. Student must be recommended by the superintendent or high school principal, and/or have been recommended for long-term suspension, and/or have dropped out of school, and/or have been released from a correctional institution.
4. Students who meet the criteria for admission and are recommended by an I.E.P. committee may also be accepted for admission.
5. Students must complete an application, interview, and be approved by the Desert Pride Academy principal.
6. Students will be accepted for admission on a per-semester basis.

Process for Admission

1. Student must meet the criteria for admission.
2. Student will be dropped from their permanent high school.
3. Student will enroll at Desert Pride Academy for one semester

Requirements for Continued Enrollment

1. Student must have a good attendance record.
2. Student must attain eighty percent mastery in each academic class.
3. Student must pass eighty percent of all academic classes attempted.
4. Student must demonstrate good behavior; show respect, and positive attitude.
5. Student must be approved by the Desert Pride Academy (administration, teachers, and staff) to be accepted for subsequent semesters.

Curriculum

1. The student must be in attendance for a semester, and/or master ninety percent of the academic benchmarks per subject, to receive one academic credit per class.
2. The student will follow a self-paced curriculum individualized to his/her academic needs.
3. The student, with the exception of graduating seniors, may earn a maximum of six credits per semester.
4. The student will meet the state requirements for a high school diploma.

GATEWAY TO CAREERS

ONE-STOP CAREER CENTERS

Located at Chaparral High School, Gadsden High School, and Santa Teresa High School are the One-Stop Career Centers, designed to provide the following services to students and the community:

- Assist in the building of a career portfolio, including a resume.
- Provide career guidance, college planning, access to current job opportunities in the area and nationwide
- Work permits issued for students under 16 (must have proof of social security number)
- Resources, software, and computers available for resume writing, job search, interviewing skills, work ethics, and career and college Internet searches
- Career readiness assistance
- Information on current labor market and future job demands
- Referrals to local community service providers

The One Stop Career Centers offer the following services to teachers:

- Access to classroom activities related to career readiness standards

- Assistance in facilitating resume writing, interviewing skills, job applications, career investigation and college/financial aid research
- Staff development on a variety of topics, including financial aid, college research, career exploration, and more
- Provide teachers with current labor market information and employment projections for the future

COMMUNITY COLLEGE ARTICULATION

Gadsden ISD and Doña Ana Community College (DACC) provide an opportunity for juniors and seniors who qualify, to attend courses at Doña Ana Community College, Gadsden Educational Center, and Sunland Park Educational Center. Students take courses in a career-technical program of their choice that will apply toward their high school credits and toward a degree or certification at DACC and/or NMSU.

Courses at DACC are held Monday through Friday in the morning. Buses take students from their high school to the DACC branch closest to their school. Books and tuition are paid for by the Gadsden Independent School District as long as the student is enrolled in one of the high schools. Students may also drive their own vehicles to and from DACC branches, **as long as a Transportation Agreement has been signed with the District.**

Any interested students must see their counselors and meet the following requirements:

1. 70 GPA,
2. Good Attendance Record
3. Parent Permission
4. Passing score on the ACT/COMPASS Assessment
5. Willingness to meet the challenges offered by attending both high school and community college at the same time

PLANNING FOR GRADUATION AND A CAREER: CHECKLIST FOR STUDENTS AND PARENTS

FRESHMEN

- Pre-register as 8th graders for High School after familiarizing yourself with graduation requirements and elective options.
- Create career pathway and four-year plan during freshman year.
- Explore post-secondary schools and financial aid options.
- Build career portfolio, including résumé.

SOPHOMORE

- Register for courses by pathway
- Check progress and update four-year plan and career pathway.
- Take/pass New Mexico High School Competency Exam
- Explore post-secondary schools and financial aid options.
- Update career portfolio, including résumé.

JUNIOR

- Register for courses by pathway
- Check progress and update four-year plan and career pathway.
- Take the PSAT if preparing for college (optional).
- Explore post-secondary schools and scholarship options.
- Take applicable college entrance exams, such as ACT and SAT.
- Consider taking the ASVAB for career planning.
- Attend College/Career Days
- Update career portfolio, including résumé.

SENIOR

- Register for courses by pathway
- Check progress and update four-year plan and career pathway.
- Pass all sections of the New Mexico High School Competency Exam**
- Meet all course and credit requirements for graduation.**
- Explore and finalize post-secondary schools and scholarship options.
- Take applicable college entrance exams, such as ACT and SAT.
- Consider taking the ASVAB for career planning.
- Attend College/Career Days
- Complete post-secondary school applications within deadlines.
- Complete scholarship applications within deadlines.
- Attend financial aid workshop and complete FASFA form in January (parents must have completed income tax return).
- Finalize career portfolio, including résumé.

NEXT STEP PLAN

Student Name: _____	Student ID # _____
Home Address: _____	City, State, Zip: _____
Parent/Guardian Name: _____	Phone Number: _____ Projected Graduation Date: _____

STUDENT GOALS:

1. What are the student's long-term career interest goals?

9th _____
10th _____
11th _____
12th _____

2. What academic goals does the student have?

9th _____
10th _____
11th _____
12th _____

3. What extra-curricular activities does the student participate in or plan to participate in?

9th _____
10th _____
11th _____
12th _____

4. What are the student's plans for post-secondary training and learning?

9th _____
10th _____
11th _____
12th _____

5. What are the student's personal and/or social goals?

9th _____
10th _____
11th _____
12th _____

NEXT STEP: PLANNING AND LINKAGE

Student Name: _____ Student ID # _____

What does the student need in order to prepare for desired post-school outcomes?

<i>Student Needs</i>	<i>Activities and Strategies</i>				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade	
Academic Support and/or Study Skills	Tutoring	Tutoring	Tutoring	Tutoring	
	Study Group	Study Group	Study Group	Study Group	
	Other	Other	Other	Other	
Extracurricular Experiences	Student Government	Student Government	Student Government	Student Government	
	Athletics	Athletics	Athletics	Athletics	
	Other	Other	Other	Other	
Exposure to Postsecondary Education and Career Options	Concurrent Enrollment	Concurrent Enrollment	Concurrent Enrollment	Concurrent Enrollment	
	College Tours	College Tours	College Tours	College Tours	
	Job Shadowing	Job Shadowing	Job Shadowing	Job Shadowing	
	Other	Other	Other	Other	
Family and/or Social Support	Parent Involvement	Parent Involvement	Parent Involvement	Parent Involvement	
	Students Leadership	Students Leadership	Students Leadership	Students Leadership	
	Mentoring	Mentoring	Mentoring	Mentoring	
Required Entrance Exams	Assessment/Testing	Assessment/Testing	Assessment/Testing	Assessment/Testing	
	Career Assessment	Career Assessment	Career Assessment	Career Assessment	
	Academic Assessment	Academic Assessment	Academic Assessment	Academic Assessment	
	Other	Other	Other	Other	
Other					

Note: "No student shall be promoted from the ninth, tenth, or eleventh grade who has not developed and/or updated his or her interim next-steps plan within sixty days prior to the end of each school year."

**See p. 11: The 16 career clusters*

Post High School/Final Next Step Plan
Después de escuela preparatoria/El plan final del Paso Siguiente

Student Name: <i>Nombre del estudiante</i>	Student ID # <i># de identificación</i>
Home Address: <i>Dirección</i>	City, State, Zip: <i>Ciudad, Estado, Zona Postal</i>
Parent/Guardian Name: <i>Nombre del padre/Tutor</i>	Phone Number: <i>Número de teléfono</i>
	Projected Graduation Date: <i>Fecha de graduación proyectada:</i>

What is the student's long-term career interest? ¿Cuál es el interés del estudiante en su carrera de largo plazo?

What does the student plan to do after high school? ¿Qué espera hacer el estudiante después de la escuela preparatoria?

<p>Check appropriate box <i>Marca la caja apropiada.</i></p>	<p>Write a narrative (descriptive statement) about your plans in the space provided. Escribe un narrativo (una oración descriptiva) explicando sus planes en el espacio de abajo.</p>
<input type="checkbox"/> Bachelor Degree Program <i>Programa Bachiller</i>	_____
<input type="checkbox"/> Public College/University (name) <i>Colegio/Universidad Público (nombre)</i>	_____
<input type="checkbox"/> Private College/University (name) <i>Colegio/Universidad Privado (nombre)</i>	_____
<input type="checkbox"/> Associate Degree Program <i>Programa de Curso Asociado</i>	_____
<input type="checkbox"/> Trade Certificate Program <i>Programa de certificación técnico</i>	_____
<input type="checkbox"/> Military Service (branch) <i>Servicio militar</i>	_____
<input type="checkbox"/> Work/Study/Apprenticeship Program <i>Programa de trabajar/estudiar/aprendizaje</i>	_____
<input type="checkbox"/> On-the-Job Training <i>Entrenamiento en el trabajo</i>	_____
<input type="checkbox"/> Work <i>Trabajo</i>	_____
<input type="checkbox"/> Other <i>Otro</i>	_____

How does the student intend to accomplish these goals? ¿Cómo espera el estudiante cumplir sus metas?

Final Next Step Plan Signatures (prior to high school graduation)/ Firmas del plan final del Paso Siguiente (antes de la graduación de la escuela preparatoria)

Student: _____	Date: _____	Comments/Comentarios: _____
Parent/Guardian: _____	Date: _____	
Padre/Tutor: _____	Fecha: _____	
Counselor or other school official: _____	Date: _____	
Consejero u otro oficial de la escuela: _____	Fecha: _____	
Other: _____	Date: _____	
Otro: _____	Fecha: _____	