

Next Step Plan Template

STUDENT INFORMATION				SCHOOL NAME:					
Student Name:				High School Entry Date:					
Student State ID Number:				Target Graduation Date:					
Student Email Address:				Course of Study:					
Birthdate				Age					
Check those that apply:	504 Plan	IEP	ELL	SAT	Grade Level:	9 th Grade	10 th Grade	11 th Grade	12 th Grade
School Designee:				Date Initiated:					

CAREER GOAL	
Career Cluster:	
Occupation:	
Occupation Skill Sets:	
Wage Info:	
Occupation Demand:	

PERSONAL GOAL	
ACADEMIC GOAL	
FAMILY AND COMMUNITY SUPPORT SYSTEMS	

POST-GRADUATION GOAL	
Work Full-Time:	Yes No
Work Part-Time:	Yes No
Enter the Military:	Yes No
Apprenticeship:	Yes No
2-Year Training:	Yes No
2-Year Degree:	Yes No
4-Year Degree:	Yes No
Undecided:	Yes
Notes:	

EXTRA HELP STRATEGIES (Extra Assistance)

ACADEMIC ENHANCEMENT OPTIONS/Scholarship Requirements

EXTRA/CO-CURRICULAR ACTIVITIES

POSTSECONDARY/CAREER ENHANCEMENT OPTIONS

INDUSTRY CERTIFICATION GOAL	ATTACHMENTS
What industry certification will be pursued 	Interest Inventory Transcript Degree Requirements
Target Date for Completion: 	Assessment Results Semester Schedule Course Credit Check
Certification Completed: Yes No Met Standard Yes No	Transition Assessment (required for students) Other:

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Cert. Completed: Yes No Yes No Transition Assessment (receiving special education services) Other:

(INSERT CAREER CLUSTER LOGO) **PROGRAM OF STUDY:** *STUDENT NAME & ID:*

Diploma Options *(Students with Disabilities):*
 Standard Diploma Career Readiness Ability
DEPARTMENT NAME: *(INSERT SCHOOL LOGO)*

	9 TH GRADE		10 TH GRADE		11 TH GRADE		12 TH GRADE	
	Course Name	Code	Course name	Code	Course Name	Code	Course Name	Code
State of New Mexico Graduation Requirements								
Mathematics								
English Language Arts								
Social Studies								
Science								
Physical Education								
Cluster/Workplace/Language								
Health Education								
School District Graduation Requirements								
Career Pathway Requirements/Elective								
General Electives								
Courses Required to be Repeated								
Mandatory Assessments								
Optional Assessments								

Codes:	Advanced Placement = AP	Distance Learning = DL	International Bacculaureate = IB	Other:
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	Dual Credit = DC	Honors Course = HC	Online Line Class = OL	Other:
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STUDENT NAME & ID:

This Postsecondary Program of Study should be completed for students in grades 11–12, and is optional for students in grades 9–10.

2 year – College or Program Name:		Degree Name /Training Program:	
4 year University Name:		Degree Name:	

Year 1			Year 2		
Summer	Fall	Spring	Summer	Fall	Spring
General Education Requirements for the POS/Degree/Training Plan					
Degree/Training Emphasis Courses (Major)					
Electives					

Of the courses listed above, highlight those that are transferable to any other NM public higher education institution.

State law at Section 21-1B-1 to 6 NMSA 1978, directs the New Mexico Higher Education Department to establish policies designed to allow core courses successfully completed by students at New Mexico public higher education institutions to guarantee transfer to any other New Mexico public higher education institutions. The listing of transferable courses can be found at <http://hed.state.nm.us>.

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We have reviewed and approved this Next Step Plan (Legal Guardian may be substituted for Parent where applicable)

Parent Name: _____ Phone Number: _____ Email Address: _____

Entering 9 th Grade		Entering 10 th Grade		Entering 11 th Grade		Entering 12 th Grade	
Student Signature	Date	Student Signature	Date	Student Signature	Date	Student Signature	Date
Parent Signature	Date	Parent Signature	Date	Parent Signature	Date	Parent Signature	Date
Print Parent Name		Print Parent Name		Print Parent Name		Print Parent Name	
Parent Signature	Date	Parent Signature	Date	Parent Signature	Date	Parent Signature	Date
Print Parent Name		Print Parent Name		Print Parent Name		Print Parent Name	
School Official Signature	Date	School Official Signature	Date	School Official Signature	Date	School Official Signature	Date

Comments (Entering 9th Grade):

Comments (Entering 10th Grade):

Comments (Entering 11th Grade):

Note: Review the attached Final Next Step Plan at this time in preparation for the senior year).

Comments (Entering 12th Grade):

Select the option(s) you plan to pursue after graduation.

Note: Use additional pages to address plans of action and follow-up.

Program Options	Provide information about your selections under Program Options.			
Bachelor Degree Program:	Student Applied	Yes	No	If no, include a plan of action.
	Student Admitted	Yes	No	
Name of Degree Plan ➡				
Name Public College/University ➡				
Name Private College/University ➡				
Associate Degree Program:	Student Applied	Yes	No	If no, include a plan of action.
	Student Admitted	Yes	No	
Name of Degree Plan ➡				
Name Postsecondary institution ➡				
Trade Certification Program :	Student Applied	Yes	No	If no, include a plan of action.
	Student Admitted	Yes	No	
Name of Certificate program ➡				
Name of Training Institution ➡				
Military Service:	Student Applied	Yes	No	If no, include a plan of action.
	Student Admitted	Yes	No	
Branch ➡				
Work Study/Apprenticeship Program:	Student Applied	Yes	No	If no, include a plan of action.
	Student Admitted	Yes	No	
Career Area of Focus ➡				
Employment:	Student Applied	Yes	No	If no, include a plan of action.
	Student Hired	Yes	No	
Career Area of Focus ➡				

Signatures below confirm review and approval of this Final Next Step Plan.

	Date
Student Signature	
	Date
Parent Signature	
	Date
School Designee	

Notes:

Has the student applied for financial aid/scholarships?	Yes	No	Include a plan for necessary follow-up:
Has the student applied for campus (or other) housing?	Yes	No	Include a plan for necessary follow-up:
Has the student arranged transportation?	Yes	No	Include a plan for necessary follow-up: