**Personal Education Plan and 4 Year Plan**

**Objective:** Students will learn how to read their transcript and complete a Personal Education Plan and a 4-Year Plan worksheet.

**Materials:**

Personal Education Plan worksheet

4-Year Plan worksheet

Transcript

Highlighters

Document Camera

**Activity:**

The counselor hands each student a Personal Education Plan worksheet and a copy of their own transcript. The counselor uses a sample transcript placed on a document camera, with the name and student number blacked out, to explain to students how to read the transcript. The counselor will focus on the credit summary box and ask students to follow along with their own transcript. Students will identify the three columns: Credits required, Credits completed and Credits needed. Each student will highlight the credits they still need to complete to graduate.

Students will then complete their Personal Education Plan. Students will list the courses they have completed each semester of each year according to the transcript. Student will also list any awards or special recognition they’ve received each year i.e. Captain of Cheer team, inducted into National Honor Society.

After completing their Personal Education Plan, students will complete their 4-year Plan. This will be a working document which their advisory teacher will hold onto for them. In the 4-year plan, students will list the classes they still have to complete in their remaining years in high school.

**Assessment:** Upon completing these activities students will gain knowledge of their current progress toward graduation and will become aware of what they need to complete to graduate on time. For those students who are not on track to graduate, the counselor will be able to follow up with the student one-on-one to develop a plan for credit recovery. If this activity can be completed in a computer lab, the student can access electronic copies of the Personal Education Plan and a 4 year plan which they can store in their own files.