

# College & Career Readiness Timeline

for  
**Greece Athena High School**  
(AIT Approved: 6.1.2014)

**Our Mission:** *We will ensure that graduates of Greece Athena are prepared for success in college and careers in the 21st Century.*



## Freshman Year

	What Students Do	When It Gets Addressed	Who Owns It
Stay On Track	<ul style="list-style-type: none"> <li>• Earn at least 6.5 credits</li> <li>• Pass the Algebra Regents Exam with an 80% or higher</li> <li>• Pass a Science Regents Exam</li> <li>• Join at least 1 club or sports team</li> <li>• Aim for an overall average of 80% or better</li> </ul>	Ignition Day & Freshmen Mentoring	Freshman Mentor Advisors
		September Assembly	Assistant Principal
		Counselor Push in Meetings (ELA)	Counselors
		Triage Meeting Follow Up	Assistant Principal
College & Career Exploration	<ul style="list-style-type: none"> <li>• Learn about and log into Naviance</li> <li>• Complete the “<i>Career Cluster Finder</i>” in Naviance</li> </ul>	Counselor Push in Meetings (ELA)	Counselors
	<ul style="list-style-type: none"> <li>• Graduation requirements (the 5-22 essentials)</li> <li>• College ready requirements (Key Cognitive Strategies)</li> </ul>	Advisement Mini Lessons	Athena Way Committee
	<ul style="list-style-type: none"> <li>• Identify careers that align with interests and identify what further education is required</li> </ul>	Classroom Mini Lessons	Athena Way Committee
	<ul style="list-style-type: none"> <li>• Visit the Athena College &amp; Career Center at least once</li> </ul>	Portfolio Days	College & Career Center Content Teachers
Preparing to Get Accepted	<ul style="list-style-type: none"> <li>• Register for a professional sounding email address</li> <li>• Think about teachers you might eventually ask for recommendations</li> </ul>	Freshmen Mentoring Meetings	Freshman Mentor Advisors
	<ul style="list-style-type: none"> <li>• Create a “College Interest List” with at least 3 schools and admission requirements</li> </ul>	Micro Assemblies	College & Career Readiness Leader Counselor
	<ul style="list-style-type: none"> <li>• Understand the NCAA Clearing House Requirements</li> </ul>	Athlete Meeting	Athletic Director
Money Matters	<ul style="list-style-type: none"> <li>• Make sure you know about the different types of financial aid</li> </ul>	Financial Aid Night	Counselors
	<ul style="list-style-type: none"> <li>• Save money for SAT or ACT Tests</li> <li>• Start a college saving fund</li> </ul>	eNews Promotion	Principal
Summer Stuff	<ul style="list-style-type: none"> <li>• Talk with parents about life goals</li> <li>• Visit at least 1 college or university campus</li> </ul>	Open House Promotion Announcements in May & June eNews Promotion	Principal

## Sophomore Year

	What Students Do	When It Gets Addressed	Who Owns It
Stay On Track	<ul style="list-style-type: none"> <li>Earn at least 13 credits</li> <li>Pass the Global Regents Exam</li> <li>Take at least 1 stretch course this year</li> <li>Join at least 1 club or sports team</li> <li>Aim for an overall average of 80% or better</li> </ul>	September Class Assembly	Assistant Principal
		Counselor Push in Meetings	Counselors
		Triage Meeting Follow Up	Assistant
College & Career Exploration	<ul style="list-style-type: none"> <li>Career planning strategies</li> <li>Complete "<i>Planner Survey 10</i>" in Naviance</li> <li>Complete the "<i>Do What You Are</i>" survey in Naviance</li> </ul>	Counselor Push in Meetings (ELA)	Counselors
		Mini Lessons	Athena Way Committee
	<ul style="list-style-type: none"> <li>Integrate college ready requirements (general characteristics and example performances)</li> </ul>	Classroom Integration	PLC Teams
		<ul style="list-style-type: none"> <li>Attend at least one College Fair</li> <li>Meet with at least two different college reps when they visit the Athena College &amp; Career Center</li> </ul>	Scheduled College Rep Visits
Preparing to Get Accepted	<ul style="list-style-type: none"> <li>Admission requirements for various colleges</li> <li>Update the "College Interest List" with at least 2 more schools</li> <li>Study for the PSAT Exam and take the PSAT Exam</li> </ul>	Micro Assemblies	College and Career Readiness Building Leader
	<ul style="list-style-type: none"> <li>Conduct a transcript review to determine if student is on track</li> </ul>	Counselor Student 1:1 Meeting	Counselors
	<ul style="list-style-type: none"> <li>Review PSAT scores with your counselor or advisor</li> <li>Sign up for a free account on collegeboard.com</li> </ul>	Core Area Classes	Teachers
	<ul style="list-style-type: none"> <li>Write a resume</li> <li>Practice interview skills for job and college interviews</li> </ul>	Strategies for Success	Teachers
	<ul style="list-style-type: none"> <li>Understand the NCAA Clearing House Requirements</li> </ul>	Athlete Meeting	Athletic Director
Money Matters	<ul style="list-style-type: none"> <li>Research different types of scholarships that are available</li> </ul>	Financial Aide Night	Counselors
	<ul style="list-style-type: none"> <li>Save money for SAT or ACT Tests &amp; add to college saving fund</li> </ul>	Open House	College and Career Center TA
Summer Stuff	<ul style="list-style-type: none"> <li>Talk with parents about life goals</li> </ul>	eNews Update	Principal
	<ul style="list-style-type: none"> <li>Visit at least 2 more college or university campuses</li> </ul>	Year End Mailing	College and Career Center TA

## Junior Year

	What Students Do	When It Gets Addressed	Who Owns It
Stay On Track	<b>Get it Done:</b> <ul style="list-style-type: none"> <li>• Earn at least 18 credits</li> <li>• Pass the US History &amp; English Regents Exam with an 80%</li> <li>• Take at least 1 stretch course this year</li> <li>• Aim for an overall average of 80% or better</li> </ul>	September Class Assembly	Assistant Principal
		Counselor Push in Meetings	Counselors
		Triage Meeting Follow Up	Assistant
College & Career Exploration	• College application process	Counselor Push in Meetings (ELA)	Counselors
	• Meet with least two more college reps when they visit Athena • Attend at least one College Fair	Scheduled College Rep Visits	College and Career Center TA
	• Attend the January Junior's and Parent's meeting	Junior Parent Meeting	Counselors and Assistant Principal
	• Meet with Military Recruitment Representatives if interested	Throughout the year in the Cafe	Students
Preparing to Get Accepted	<ul style="list-style-type: none"> <li>• Admission requirements for various colleges</li> <li>• College application components</li> <li>• Update the "College Interest List" to include target, safety and reach schools (10-15 schools and admissions requirements)</li> <li>• Update Naviance</li> </ul>	Counselor Push in Meetings (ELA)	Counselors
	<ul style="list-style-type: none"> <li>• Register and study for the SAT Exam</li> <li>• Sign up for an SAT prep course</li> <li>• Review SAT, transcript &amp; "College Interest List" with counselor</li> </ul>	TBD	College & Career Readiness Leader Counselors
	• Fill out the transcript release form	College and Career Center	College and Career Center TA
	• Request letters of recommendation for college from teachers	After School or During Advisement	Student and Teachers
Money Matters	• Financial aid process	Junior Parent Meeting	Counselors and Assistant Principal
	• Make a plan for paying for the college applications in the Fall of Senior year	Open House	Principal
		eNews	Principal
Summer Stuff	• Talk with parents about life goals	eNews	Principal
	• Visit at least 2 more college or university campuses	Summer Mailing	Assistant Principals

## Senior Year

	What Students Do	When It Gets Addressed	Who Owns It
Stay On Track	<ul style="list-style-type: none"> <li>Earn at least 22 credits</li> <li>Make sure you have passed all 5 core Regents Exams</li> <li>Take at least 2 stretch courses this year</li> </ul>	September Class Assembly	Assistant Principal
		Counselor Push in Meetings	Counselors
	<ul style="list-style-type: none"> <li>Sno Cone Truck Celebration</li> </ul>	May 22nd Celebration Day	College & Career Readiness Leader
College & Career Exploration	<ul style="list-style-type: none"> <li>Attend College Fair at Greece Ridge Mall</li> </ul>	September	Student
	<ul style="list-style-type: none"> <li>College application and admission process</li> <li>Research internships and other training programs</li> </ul>	Senior CCR Meeting	College and Career Center (TA)
Preparing to Get Accepted	<ul style="list-style-type: none"> <li>Admission requirements for various colleges</li> <li>Meet with counselor for Senior Planning Meeting</li> </ul>	Senior Counselor Meeting	Counselors
	<ul style="list-style-type: none"> <li>College application components</li> </ul>	Senior CCR Meeting	College and Career Center (TA)
	<ul style="list-style-type: none"> <li>Update Naviance with all application documents</li> <li>Request letters of recommendation from two teachers</li> <li>Fill out the Common Application (other applications as needed)</li> <li>Fill out "The Gold Form" and return to College &amp; Career Center</li> <li>November Deadline: SUNY school applications</li> <li>December Deadline: Private school applications</li> <li>January Deadline: Community college applications</li> <li>May Deadline: Submit registration &amp; deposit to selected school.</li> <li>Notify counselors of your decision</li> </ul>	Fall of Senior Year	Student
	<ul style="list-style-type: none"> <li>Complete your college essay</li> </ul>	English Class	ELA Teacher
	<ul style="list-style-type: none"> <li>Attend the Senior/Parent Meeting in September</li> </ul>	Senior Parent Meeting	Student and Parent
Money Matters	<ul style="list-style-type: none"> <li>Review and Understand FAFSA</li> </ul>	Financial Aid Night	Counselors
	<ul style="list-style-type: none"> <li>Search for scholarships in the College and Career Center</li> </ul>	Fall of Senior Year	Student
	<ul style="list-style-type: none"> <li>February Deadline: Complete &amp; send in FAFSA by Feb. 1st</li> </ul>	January of Senior Year	Parent
Summer Stuff	<ul style="list-style-type: none"> <li>Review with parents all letters received from the school you will be attending</li> </ul>	Summer After Graduation	Student and Parent