

## Career Planning: Student Progress Administrative Checklist

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Student Name: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_

Assessments (list name; dates taken and scores):

_____	_____	_____
_____	_____	_____
_____	_____	_____

### Career Planning

**Self-Exploration** *Date completed:* \_\_\_\_\_

○ Exploring the following occupations: \_\_\_\_\_

○ Other Notes: \_\_\_\_\_

\_\_\_\_\_

**Occupational Exploration** *Date completed:* \_\_\_\_\_

**Educational Planning** *Date completed:* \_\_\_\_\_

○ Degree or Certificate program identified: \_\_\_\_\_

○ Established steps: \_\_\_\_\_

○ Meeting & Planning for costs: \_\_\_\_\_

○ Established steps: \_\_\_\_\_

○ Other Notes: \_\_\_\_\_

\_\_\_\_\_

**Goal Setting** *Date completed:* \_\_\_\_\_

○ Short Term: \_\_\_\_\_

○ Long Term: \_\_\_\_\_