



COLLEGE & CAREER READINESS CHECKLIST

ACT provides holistic tools and services designed to help you make a difference in your students' college and career readiness. Consider using this checklist when creating activities for your high school college and career readiness plan.

CAREER READINESS ACTIVITIES

	GRADE LEVEL			
	9	10	11	12
REVISE AND/OR COMPLETE CAREER AND ACADEMIC PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOLD A CAREER DAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UTILIZE THE ACT® NON-TEST INFORMATION AND PRACT® ASSESSMENTS INTEREST INVENTORY INCLUDED IN ADVISORY CLASSES THROUGHOUT THE YEAR TO COUNSEL STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTER ACT® WORKKEYS® CURRICULUM AND ASSESSMENTS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFER THE ACT® WORKKEYS® NATIONAL CAREER READINESS CERTIFICATE® (NCRC®)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADD THE NCRC EARLY INDICATOR LEVEL FROM PRACT 8/9 AND PRACT TO THE CAREER AND ACADEMIC PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
REVIEW WORKPLACE SKILLS WITH WORKKEYS NCRC PRACTICE TESTS			<input type="checkbox"/>	<input type="checkbox"/>
SET UP JOB SHADOWING AND APPRENTICESHIP OPPORTUNITIES			<input type="checkbox"/>	<input type="checkbox"/>

COLLEGE READINESS ACTIVITIES

	GRADE LEVEL			
	9	10	11	12
ADMINISTER PRACT® 8/9 (IN THE FALL)	<input type="checkbox"/>			
REVIEW PRACT 8/9 RESULTS IN A CLASSROOM SETTING AND/OR WITH INDIVIDUAL STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>		
ESTABLISH A COLLEGE AND CAREER READINESS DAY, A SPECIFIC DAY DEDICATED TO THE READINESS OF YOUR STUDENTS. BUILD YOUR COLLEGE AND CAREER READINESS DAY BY ADMINISTERING MOSAIC™ BY ACT® SOCIAL EMOTIONAL LEARNING ASSESSMENTS PAIRED WITH OTHER GRADE APPROPRIATE ASSESSMENTS (PRACT 8/9, PRACT®, THE ACT®, ACT® WORKKEYS®) ON THE SAME DAY TO REDUCE DISRUPTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTER PRACT (IN THE FALL AND/OR SPRING)	<input type="checkbox"/>	<input type="checkbox"/>		
REVIEW PRACT RESULTS IN A CLASSROOM SETTING AND/OR WITH INDIVIDUAL STUDENTS			<input type="checkbox"/>	
HOLD A PEP RALLY TO CELEBRATE TEST SCORES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOOK A MOTIVATIONAL SPEAKER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFER ADVISORY CLASSES: HELD WEEKLY THROUGHOUT THE YEAR. TOPICS CAN INCLUDE: <ul style="list-style-type: none"> • TRANSITION TO HIGH SCHOOL • ACADEMIC PROGRESS/NEEDS • TUTORING PROGRAMS AVAILABLE • ACT TEST PREP • COLLEGE/CAREER EXPLORATION • INTEREST INVENTORIES • SCHOLARSHIP OPPORTUNITIES • COLLEGE APPLICATION COMPLETION • RESUME WRITING 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOLD A FINANCIAL AID/SCHOLARSHIP APPLICATION/FAFSA COMPLETION NIGHT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTER ACT DISTRICT TESTING (FALL AND/OR SPRING)			<input type="checkbox"/>	<input type="checkbox"/>
OFFER AN ACT TEST PREP COURSE		<input type="checkbox"/>	<input type="checkbox"/>	
UTILIZE ACT® ONLINE PREP™ THROUGHOUT THE YEAR TO SUPPLEMENT THE CURRICULUM IN CONTENT AREA CLASSROOMS (IF NOT INCLUDED IN ADVISORY CLASSES)		<input type="checkbox"/>	<input type="checkbox"/>	
SCHEDULE COLLEGE FAIRS OR VISITS			<input type="checkbox"/>	<input type="checkbox"/>

FOR A COMPLETE EDUCATOR'S GUIDE TO COLLEGE AND CAREER READINESS VISIT [ACT.ORG/K12](https://act.org/k12)