

# OHS FRESHMAN CHECKLIST



*from your Counselor & Career Coach*

- Be informed:**
  - Get in the habit of checking your school email often.
  - Know how to get in touch with your School Counselor, Mrs. Megan Hastings:  
Email—[mhastings@ocsredskins.com](mailto:mhastings@ocsredskins.com)  
Appointments—[calendly.com/hastingshelps](https://calendly.com/hastingshelps)
  - Know how to get in touch with your Career Coach, Mrs. Nicole Tolbert:  
Email—[ntolbert@ocsredskins.com](mailto:ntolbert@ocsredskins.com). Appointments—[calendly.com/tolbertcareercoach](https://calendly.com/tolbertcareercoach)
  - Follow us, **your College and Career Team, on social media:** On Instagram, @oneonta.college.career and *Oneonta College and Career Team* on Facebook.
  - Join **The College and Career Team Google Classroom** (join code: 6iec2bz)
  - Download the PowerSchool and ParentSquare App to receive updates and info.
- Connect:** Visit College Recruiters/Armed Forces/Business Professionals when they come to your campus. **Look out for College and Career Night to be this fall!**
- Be involved:** Get involved in school activities and organizations. Participate in quality volunteer/community service activities. These look GREAT on a resume and offer meaningful experiences! Run for office, don't be a member in name only, join clubs/get involved, and update your portfolio/resume at the end of the semester.
- Create a digital high school portfolio** in your personal email/google drive.
  - Include goals, plans, accomplishments (this will become your resume eventually).
  - Collect and organize your career research including interest assessment results, 4 year plans, plus college and scholarship information; keep copies of report cards and awards.
  - Update every spring after Awards Day.
- Did you complete your four year plan?** We did this in 8th grade. Ask one of us if unsure.

**Set SMART Goals:**

- o **Specific** - There is a specific goal that you want to achieve
- o **Measurable** - Your progress can be measured
- o **Attainable** - The goal should be possible to achieve
- o **Realistic** - A realistic goal is something that is reasonable for you to do
- o **Time-Related** - You have a time frame for achieving your goal

**View Your Transcript:**

- o Remember, your grades will count toward college and will show up on your permanent record. A tougher curriculum can increase your chances of scholarship and admissions selection. Colleges and employers will be looking at your academic efforts.
- o If you get behind in credits, make an appointment with your counselor and create an intervention plan ASAP.

**Explore your interests and learn your strengths:**

- o Take a Career Quiz at <https://www.mynextmove.org/> or [alabamaworks.alabama.gov](http://alabamaworks.alabama.gov) or [al.kuder.com](http://al.kuder.com) or [16personalities.com](http://16personalities.com).
- o You'll take the *YouScience Discovery Assessment* this year during Career Prep. Once you have your results, you can browse your individualized YouScience aptitude and career interest results at [signin.youscience.com](http://signin.youscience.com) (sign in with your school google account). You'll have access to your results for 10 years!

**Tap into your Boss Energy**

- o **GPA (grade point average) starts counting now for your high school records!** Build a good foundation for your high school GPA. Colleges will first look at your GPA and then your ACT score.
- o Then, they'll see what activities you're **involved** in or if you have a job or community service experience. Impress them by balancing it all and being a **well-rounded student**.
- o Future employers also like to see that you can balance school with something else: work, activities, etc.
- o **Foster relationships** with your teachers, coaches, supervisors, club sponsors, counselor, and career coach. You will likely ask them for letters of recommendation one day.
- o Find out how you learn best. **Develop study habits and organizational skills** that will help you succeed! When in doubt or in need, ask for help!
- o **Be aware of your digital footprint.** Make sure your personal email is professional and can be long-lasting.

**The decisions you make during high school can affect you for a lifetime. Choose wisely. We are here to help you confidently pave your path ahead!**

