

On Track to Graduate: High School & Post-Secondary Success

STUDENTS: What do you need to know to stay on track?

Strategies to STAY on track...

ORGANIZATION:

- ✓ Use your school PLANNER. If you don't have one, see if your school has any available or purchase an inexpensive calendar OR use a notebook... You choose, but please use a Planner
- ✓ Use StudentVUE regularly to check your grades, email your teachers and counselors. If you attend an after school program for homework help, have the coordinator follow you on StudentVUE tool
- ✓ Organize your backpack & binder weekly. Keep papers neat and in order.
- ✓ Take notes in class!

COMMUNICATION & ADVOCACY:

- ✓ Talk to your teachers. Remember they are there to assist you but won't know that you need extra help unless you ask!
- ✓ If you're absent or falling behind, make an appointment with your teacher to get the work you missed. This is your responsibility; you have the right to make up work, but you must arrange it.
- ✓ If you are facing a challenging time personally, find someone at school that you can talk to. All SFUSD High Schools in San Francisco have a Wellness Center with counselors and other support.
- ✓ If you are not taking care of your physical and/or mental-emotional health, you will not be able to focus in school, so take advantage of the support and confidential services available to you.

TIME MANAGEMENT:

- ✓ Again, use your school PLANNER.
- ✓ Talk to your parents, teachers, coaches, supervisors at work if you are having trouble balancing your time
- ✓ Make appointments to meet with your teachers and counselors
- ✓ If you're NOT in class, you will NOT be able to pass the class!

PERSONAL RESPONSIBILITY:

- ✓ Be a self-starter
- ✓ Take responsibility for your actions. Be honest- if you make a mistake, take action to correct it.
- ✓ Work with your counselor to make a plan to graduate on time and ready for your post-secondary goals
- ✓ Stay focused on your education! It is one of the few things you have full control over, so take pride in it.
- ✓ Attend after school tutoring and/or attend an After School Program. Talk to your counselor or the Wellness Center for suggestions.

What happens if you get OFF track?

CREDIT RECOVERY OPTIONS

Credit Recovery options are limited, so it is very important to make every effort to pass the class the first time around. However, if you do get off track, it is not too late! Talk to your counselor immediately to make a plan and learn about your options.

If you are behind in credits, A-G/Graduation Requirements, you may be able to make up the course using one of the methods below, check with your school counselor to see what is available:

Program	Description
Summer School and/or Evening School (HSCR)	SFUSD offers evening school at several locations in both the fall and spring semesters as well as limited summer school options. See school counselor for information. Attendance is mandatory to pass the course. www.sfusd.edu/creditrecovery
CCSF Traditional Studies Courses (TRST)	CCSF offers free non-credit courses to high school students to make-up courses or credits for graduation. For more information visit: www.sfusd.edu/creditrecovery or www.ccsf.edu/trst
Online courses- Edgenuity	Online credit recovery is available after school at most high schools. SFUSD offers Edgenuity which is an online program for students to make-up A-G courses or take courses for enrichment. Students are required to complete all components of the program including reading and exams to earn a grade and credits. www.sfusd.edu/creditrecovery
Repeat Course	In some cases depending on course and capacity, students may be able to make-up the class during their regular high school day. This is a very limited option, and you must talk to your school counselor about the policy to repeat a course.
5 th Year	Under special circumstances including students who are English Language Learners or Special Education, students have the option to continue their high school education for a 5th year to allow more time to complete graduation requirements. Talk with school counselor about options.

****If you end up in a severely off track situation where you are unable to meet the graduation requirements on time in a traditional high school setting, the school team will meet with you to discuss alternative options to complete high school which may include:**

- High School Diploma Programs at CCSF
- Alternative/Continuation High Schools within SFUSD
- GED Program
- Other

*******And remember, you are not alone on your educational path and it's never too late to improve, talk to your family, school support system, and after school program staff to figure out what will work for you******

Programs and Support at your School and in the Community

- ☐ Counseling Department
- ☐ Wellness Center-Counselors/Therapists, Nurse, Groups, Activities
- ☐ Teachers
- ☐ Peer Resources
- ☐ Principal and Assistant Principal
- ☐ Clubs
- ☐ Academic Programs
- ☐ After School Program
- ☐ Family Members
- ☐ Community Based Organizations/After School Programs (near school/home)
- ☐ Athletic Coaches

What can Parents/Guardians ask Counselors to support?

Questions for Counselors:

- How many credits should my child have at this point? How many does he/she need to graduate?
- What are the A-G requirements and why does my child need to pass them?
- Is my child on track in completing the A-G requirements to graduate and apply for college? If not, what requirements/credits is my child missing for graduation?
- What are the options for making up these credits? What will happen if the credits are not made up?
- Is tutoring available at my child's school? Who should I talk to about tutoring and other resources?
- What strategies would you suggest my child try to improve in class?
- How can I, as the parent/guardian/family member, support my child's success in getting on track to graduate?
- What school events/activities/meetings should I or my child be attending to prepare for Post-Secondary Plans?
- How often should I check in with you to make sure my child is on track?
- What is the best way to reach you if I have questions?