

# Junior Checklist

Your junior year is important and it is critical that you continue to build a strong transcript for colleges and employers.

- ☐ Check these items DAILY
  - ☐ CCTEC email
  - ☐ Genesis for grades
  - ☐ RCSJ email (if enrolled in ECHS)
  - ☐ Naviance message board
- ☐ Update [free/reduced lunch eligibility](#)
- ☐ Email Ms. Sherma to confirm testing accommodations for SAT/ACT (lsherma@cctecnj.org)
- ☐ Attend college rep visits. (Sign ups are in Google Classroom and Naviance)
- ☐ Continue with extracurricular activities at CCTEC and beyond. Colleges and employers are seeking well-rounded students.
- ☐ Register for SAT, ACT, and/or ASVAB
  - ☐ Register to attend CCTEC Test Prep Course w/ Ms. Sherma  
5 Sessions, 4 hours on Saturdays in January
  - ☐ Access preparation tools in CollegeBoard & Khan Academy
- ☐ Utilize Naviance
  - ☐ Identify College/Career Interest list in Naviance under “Colleges I’m Thinking About”
  - ☐ Register for “college rep” visits hosted at CCTEC

- ☐ Request letters of recommendation
- ☐ Create a Resume
  - ☐ Use Google Doc Templates
- ☐ Athletes meet with Mr. Suppi for NCAA Clearing House.
- ☐ Attend college and career fairs and schedule tours. Tour schedules are accessible on individual college websites (3 excused absences)
- ☐ Start discussing college financing and explore college websites for merit scholarship requirements.
- ☐ Continue to have conversations with your friends, family, and community members about college and career options.
- ☐ If participating in School to Work program as a senior - Mrs. DeBello
- ☐ Consider employment or volunteer opportunities. This demonstrates responsibility and leadership.
- ☐ "Job shadow" someone who does what you think you'd like to do. This will give you a “real life” experience of that occupation.