

## **IFB - POST-SECONDARY STUDENT GUIDANCE SERVICES**

To better assist students and parents prepare for the lengthy process of applying to and obtaining a post-secondary education of their choosing, the Epping High School Guidance Department and staff shall:

1. Schedule and meet individually with all students in the spring of their sophomore year, but no later than one (1) week prior to the last day courses are selected for their junior year. The purpose of this meeting shall be to:
  - a. Determine whether the student intends on obtaining a post-secondary education.
  - b. Establish what type of post-secondary education the student is planning to obtain.
  - c. Provide guidance on meeting the student's post-secondary goals, attending upcoming forums, taking required admission tests, communicating test dates, etc. in a timely manner.
  - d. Review each student's secondary educational record, determine remaining course requirements, and enroll the student in required courses for the fall semester of the upcoming junior year. Course selection priority shall be given to junior and senior students with course requirements for graduation.
  - e. Advise each student in a timely and comprehensive manner to better meet the student's post-secondary plans.
  - f. Document the meeting with a student signature and date along with the action taken. This document shall become part of the student's record.
2. Obtain e-mail addresses and other means of contact to notify parents, guardians and students of upcoming events, test dates, and other pertinent information that may impact student's post-secondary goals.
3. Send a confirmation statement to be signed by parents or guardians of junior students that have decided that they do or do not intend on attending and obtaining a post-secondary education and that the parent or guardian acknowledges and agrees with this decision.
4. Schedule a follow-up meeting(s) with students and parents or guardians to review the student's post-secondary goals and progress. A minimum of one additional meeting shall occur in the fall semester of the student's junior year prior to the last day before winter break.

### Statutory/Regulatory/Policy/Handbook Cross References

Ed 306 (Minimum Standards for Public School Approval - NH Code of Administrative Rules Education)

K-12 Career Development Curriculum Framework – New Hampshire Department of Education Handbook (Referenced in Student/Parent Handbook)

### Reference

Breaking Ranks II: Strategies for Leading High School Reform

APPROVED: JULY 21, 2005