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IT'S A PLAN: MIDDLE SCHOOL CHECKLISTS

Preparing for life after high school starts in middle school. Students form identities and habits that will influence the likelihood that they will attend postsecondary education. Therefore, Oregon GEAR UP created a series of comprehensive checklists for educators, students and families that address key behaviors and action items that will help students make a plan for their future.

INSTRUCTIONS

1. **Get a team.** It's important to provide a network of support. Include administrators, teachers, parents and students to help share these messages.
2. **Make a communications plan.** Determine when and how you will share information to students and families; consider more than one method. Make sure you have students and families cell phone numbers, e-mails or mailing addresses if you plan to communicate in those ways.
3. **Download and print** the checklists and any additional resources here: oregongostocollege.org/downloads
 - Educators [page 2](#)
 - Students [page 3](#)
 - Estudiantes (Spanish) [page 4](#)
 - Families [page 5-6](#)
 - Familias (Spanish) [page 7-8](#)

For more information on creating a college-going culture in middle and high schools and additional resources, visit oregongearup.org.

FOR EDUCATORS MIDDLE SCHOOL CHECKLIST



ACHIEVE

Do well in school.

- Help students set goals for the year.
- Be vocal about your high expectations.
- Emphasize the importance of attendance.
- Offer a variety of instructional practices.
- Teach skills like note taking & making outlines.
- Provide extra academic support.
- Celebrate academic achievement.
- Encourage reading for pleasure.

Take the right classes.

- Coach students to take challenging classes that will have them on track in high school.
- Offer advanced classes as well as Pre-Algebra, Algebra, and foreign/world languages.

Get organized.

- Encourage the use of a planner or calendar.
- Provide strategies for keeping notes organized.
- Model good organizational habits.
- Provide quiet study spaces before, during and after school.

ENGAGE

Get involved.

- Offer a variety of school extracurriculars including academically-focused ones.
- Encourage community service.
- Partner with community organizations to provide afterschool and summer programs.
- Host transition events such as high school orientation for 8th grade families.

Spend time with good people.

- Provide peer, near-peer and adult mentoring opportunities.
- Engage families in school activities.

Make good choices.

- Teach and model good digital citizenship.
- Teach students the risks of behaviors like drinking, doing drugs and having sex.
- Set a culture of respect and kindness in your classroom and school.

EXPLORE

Explore colleges and careers.

- Help students explore careers that match their interests.
- Teach students and families about different types of colleges and why college is important.
- Visually display information about colleges and careers.
- Plan visits to college campuses.

Learn about paying for college.

- Explain at every opportunity that college is affordable.
- Cover the four basic types of financial aid.
- Share information about college savings accounts.



FOR STUDENTS MIDDLE SCHOOL CHECKLIST

IT'S A PLAN

ACHIEVE

Do well in school.

- Set goals for the year.
- Go to all of your classes. Attendance counts!
- Discover how you learn best.
- Learn how to take notes, make outlines & do research.
- Ask for help and use online resources.
- Turn in all assignments.
- Read—it makes you smarter!

Take the right classes.

- Challenge yourself with honors or advanced classes.
- Take Pre-Algebra and Algebra.
- Take a foreign/world language if offered.

Get organized.

- Use a planner or calendar.
- Keep papers organized in a binder.
- Determine the place that you study best.
- Practice good study habits.

ENGAGE

Get involved.

- Get involved in school activities.
- Join community-based organizations or recreational centers.
- Volunteer in your community.
- Make a plan for summer.
- 8TH GRADERS:** attend high school orientation with your family.

Spend time with good people.

- Choose to hang out with friends that share positive goals and interests.
- Find a mentor – a parent, teacher, counselor, coach, other trusted adult, or older student that you can talk to.

Make good choices.

- Be safe online and on your phone.
- Avoid risky behaviors like drinking, doing drugs and having sex.
- Be kind; treat others with respect.

EXPLORE

Explore colleges and careers.

- Explore different occupations that match your interests.
- Talk about your future dreams and plans with your family, friends and other adults and set goals.
- Ask others about their careers and the education/training necessary.
- Discover why college is important.
- Explore different types of colleges.
- Visit a college campus on a field trip with your school or your family.

Learn about paying for college.

- You can afford college. Learn about financial aid.
- Set up a college savings account now. Look into matched savings accounts that provide extra money for college.
- Search and apply for scholarships.



LOGRA ÉXITO

Logra éxito en la escuela.

- Establecer metas anuales.
- ¡Asiste a todas tus cursos, la asistencia cuenta!
- Descubre cómo aprendes mejor.
- Aprende a tomar apuntes, hacer resúmenes e investigar.
- Solicite ayuda y use recursos en línea.
- Entregue todas las tareas.
- Leer: ¡te hace más inteligente!

Toma clases apropiadas.

- Ponte a prueba tomando cursos más avanzados.
- Toma cursos de Pre-Algebra y Algebra.
- Toma un idioma extranjero y/o mundial si se ofrece.

Organízate.

- Use un planificador o calendario.
- Mantiene tus documentos organizados en una carpeta.
- Determina el lugar en donde estudias mejor.
- Practica buenos hábitos de estudio.

PARTICIPA

Involúcrate.

- Participe en las actividades escolares.
- Únase a organizaciones comunitarias o centros recreativos.
- Volunta en tu comunidad.
- Haz un plan para el verano.
- GRADO 8:** asista a la orientación de la escuela secundaria con su familia.

Pasa tiempo con gente buena.

- Elige salir con amigos que compartan objetivos e intereses positivos.
- Encuentra un mentor: un padre, maestro, consejero, entrenador u otro estudiante adulto o mayor de confianza con quien pueda hablar.

Toma buenas decisiones.

- Haz tu presencia segura en línea y en tu teléfono.
- Evite comportamientos riesgosos como beber alcohol, consumir drogas y tener relaciones sexuales.
- Se amable; trata a los demás con respeto.

EXPLORA

Explora opciones universitarias.

- Explora diferentes carreras que coincidan con sus intereses.
- Habla sobre tus sueños y planes futuros con tu familia, amigos y otros adultos y establece metas.
- Pregúntale a otros sobre sus carreras y la educación/capacitación necesaria.
- Descubre por qué la universidad es importante.
- Explora diferentes tipos de universidades.
- Visita un campus universitario en una excursión con su escuela o su familia.

Aprende acerca de como pagar.

- Tú puedes pagar la universidad. Aprenda sobre la ayuda financiera.
- Establece una cuenta de ahorros para la universidad ahora. Examina las cuentas de ahorro equivalentes que proporcionan dinero extra para la universidad.
- Busca y solicita becas.

FOR FAMILIES MIDDLE SCHOOL CHECKLIST

IT'S A PLAN

ACHIEVE

Do well in school.

- Help your student set goals for the year.
- Be vocal about expectations for school.
- Attendance is important; make sure your student goes to class.
- Ask questions about classes and teachers.
- Check your student's grades regularly.
- Encourage reading for pleasure.

Take the right classes.

- Talk to school staff to make sure your student is on track for high school.
- Encourage your student to sign up for advanced classes as well as Pre-Algebra, Algebra, and a foreign/world language.

Get organized.

- Help your student find a system to keep papers organized.
- Help your student find a quiet, well-lit study location.
- Establish a homework routine.

ENGAGE

Get involved.

- Encourage your student to participate in extracurricular activities and leadership opportunities.
- Get involved yourself—volunteer at the school, attend conferences and events, and be in touch with teachers.
- Help your student sign up for summer programs or volunteer opportunities.
- PARENTS OF 8TH GRADERS:** attend high school orientation with your student.

Spend time with good people.

- Get to know your student's friends and their parents.
- Help your student find a trusted adult or older student who can serve as a mentor.

Make good choices.

- Help your student understand appropriate, safe behavior online and on the phone.
- Share your expectations and the risks of behaviors like drinking, doing drugs, and having sex.

EXPLORE

Explore colleges and careers.

- Talk with your student about his/her future career goals and help make a plan.
- Share your expectations about college attendance.
- Help your student explore different types of postsecondary options.
- Find out if the school will take any field trips to college campuses and encourage your student to attend.
- Visit a college campus with your student.

Learn about paying for college.

- You can afford college. Learn about financial aid.
- Set up a college savings account now. (Look into matched savings accounts that provide extra money for college.)
- Encourage your student to search for and apply for scholarships.



ACHIEVE

CONVERSATION STARTERS

What are your goals for the school year for classes, sports, or other activities?

What are your plans to achieve these goals?

What is one cool thing you learned today at school?

What is your favorite class in school? Why?

What is the most challenging class in school? Why? Who can you ask for help?

ENGAGE

CONVERSATION STARTERS

What is one new activity that you want to try this year?

Who did you eat lunch with today?

Who is your favorite adult at the school? Why?

EXPLORE

CONVERSATION STARTERS

What job or career sounds interesting to you? What kind of education or training do you need?

Why do you think you may or may not want to go to college?

NOTES:

— LOGRA ÉXITO —

Logra éxito en la escuela.

- Ayude a su estudiante a establecer metas.
- Sea vocal sobre sus expectativas para la escuela.
- La asistencia es importante; asegúrese de que su estudiante vaya a clase.
- Pregúntele a su estudiante sobre sus clases, maestros, tareas y otros trabajos.
- Revise los grados de su estudiante regularmente.
- Fomente la lectura por placer.

Toma clases apropiadas.

- Hable con el personal de la escuela para asegurarse que su estudiante esté en camino a la preparatoria.
- Anime a su estudiante a tomar las clases avanzadas: pre-álgebra y álgebra, informática o de lengua extranjera.

Organízate.

- Ayude a su estudiante a encontrar un sistema para mantenerse organizado.
- Ayúdele a su estudiante a encontrar un lugar para estudiar que sea tranquilo.
- Establezca una rutina de tarea.

— PARTICIPA —

Involúcrate.

- Anime a su estudiante a que participe en actividades extracurriculares.
- Involúcrese—haga tiempo voluntario en la secundaria, hable con los maestros, y asista a los premiaciones y actividades.
- Ayude a su estudiante a inscribirse en programas de verano o oportunidades de voluntariado.
- PADRES DE ESTUDIANTES EN EL GRADO 8:** asista a la orientación de la preparatoria con su estudiante.

Pasa tiempo con gente buena.

- Conozca a los amigos y padres de su estudiante.
- Ayude a su estudiante encontrar un adulto de confianza o un estudiante mayor que puede servirle como un mentor.

Toma buenas decisiones.

- Ayude a su estudiante a entender el comportamiento adecuado y seguro en las redes sociales y en el teléfono.
- Comparta sus expectativas y los riesgos de beber alcohol, hacer drogas, y tener sexo.

— EXPLORA —

Explora opciones universitarias.

- Hable con su estudiante sobre sus futuras metas profesionales y ayúdele a hacer un plan.
- Comparta sus expectativas sobre la asistencia del colegio.
- Ayúdele a su estudiante a explorar diferentes tipos de opciones postsecundarias.
- Averigüe si la escuela tomara viajes a las universidades y anime a su estudiante que vaya.
- Visite un campus universitario con su estudiante.

Aprende acerca de como pagar.

- Usted puede pagar la universidad. Aprenda sobre la ayuda financier.
- Abra una cuenta de ahorros de colegio para su estudiante. (Busque cuentas de ahorros que proporcionan dinero extra para la universidad.)
- Anime a su estudiante a buscar becas y a aplicar a cualquiera que este disponible ahora.

LOGRA ÉXITO

TEMAS DE CONVERSACIÓN

¿Cuáles son tus metas para el año escolar para las clases, deportes u otras actividades?

¿Cuáles son tus planes para alcanzar estos objetivos?

¿Qué es una cosa interesante que aprendiste hoy en la escuela?

¿Cuál es tu clase favorita en la escuela? ¿Por qué?

¿Cuál es la clase más difícil en la escuela? ¿Por qué? ¿A quien le puedes pedir ayuda?

PARTICIPA

TEMAS DE CONVERSACIÓN

¿Qué es una nueva actividad que quieres intentar este año?

¿Qué almorzaste hoy?

¿Quién es tu adulto favorito en la escuela? ¿Por qué?

EXPLORA

TEMAS DE CONVERSACIÓN

¿Qué tipo de trabajo o carrera te suena interesante? ¿Qué tipo de formación necesitas?

¿Por qué piensas que ala mejor te gustaría ir o no a la universidad?

NOTAS: