

# My Plan Activity 6: High School Education Plan

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The My Plan tool allows you to create and store your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. With your counselor's advice, this education plan will help you organize your courses to meet your career goals.

## SOME THINGS TO CONSIDER . . .

There are a lot of factors you need to consider when putting together your education plan. What level of education do you need in order to pursue your career goals? What subject areas are important for your career path? You need to choose courses that will meet the requirements of the post-secondary programs you want to enter after high school. If you are planning on attending a 4-year college, you will need more advanced academic-level courses. If you are planning on attending a 2-year college or completing apprenticeship training, then you may want to take more applied courses.

You also need to ensure that your education plan fulfills your school's graduation requirements.

In order to fill out your high school education plan, you will need to have a list of the courses available at your high school.

## CREATING YOUR HIGH SCHOOL EDUCATION PLAN

### Part 1: Course Selection

Sign into Career Cruising using your personal My Plan username and password. Open the My Plan menu near the top of the page and click on **My Education Plan**.

**Step 1.** If you have not saved any careers to your Plan, this is a good opportunity to explore career options. If you do not want to save any careers to your Plan, skip to Step 3.

**Step 2.** Click the **Programs Of Study** button to see a list of your saved careers. You can view recommended programs of study for a career by clicking on the career name.

*(Note: The subjects listed here are suggested course areas, not actual courses. This is a starting point for thinking about which courses to select.)*

**Step 3.** In consultation with your counselor, select courses that interest you and will help you meet your career goals. Be sure that you have included the prerequisites (*i.e., courses you have to pass before you can take a particular course*) for all the upper year courses you want to take.

### Part 2: Enter Your Courses

On the My Education Plan page, click on **Add Course** under the 9th Grade heading.

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If your school **has pre-entered** their courses in the My Plan tool, select the courses you have already taken, are taking, or are planning to take in Grade 9 by choosing a subject area from the dropdown menu and clicking on a course name. Then click the **Select Course** button.

If you have already completed the course, click on the course name, and click the **Edit** icon in the top right corner of the details box. Enter your final grade and click **Save**.

If your school **has not pre-entered** their courses in the My Plan tool, enter the course name for each course you have already taken, are taking, or are planning to take in Grade 9. To do this, click on **Add Course** under the 9th Grade heading, then choose **My Own Course** and fill out the course details. If you have completed the course, enter the final grade you received. Click on **Add Course**.

Once you have entered all the information for Grade 9, click **Add Course** under the 10th Grade heading. Enter your courses as you did for Grade 9. Continue to enter your course information for Grade 11 and Grade 12.

## Part 3: Checklist for High School Education Plan

Make sure your Education Plan satisfies the following conditions:

- Do your course selections meet your school's graduation requirements?
- Do your course selections meet post-secondary school prerequisites for subject areas?
- Do your course selections meet post-secondary school prerequisites for academic level?