NCAN'S

K-12 COLLEGE AND CAREER READINESS CALENDAR

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This document represents a 15-month calendar of activities for K-12 districts and schools to engage in to advance college and career readiness. The table provides a category into which each activity falls, describes the activity, and notes whether practitioners should be ***planning*** to take that action in the given month or actually engaging in that activity. Resources are attached as appropriate for each activity. This calendar focuses predominately (but not exclusively) on work done at the high school level with an acknowledgment that systemic change to a district's postsecondary approach requires buy-in from the elementary and middle school levels.

This calendar is best utilized by a cross-functional college and career readiness team that engages district and school leadership, school counselors, teachers, parents, students, and, where possible, external groups like community-based organizations.

The National College Attainment Network (NCAN) encourages districts and schools to set college and career readiness goals on an annual basis. These goals help to solidify a vision for which practices and attitudes will change to improve students' postsecondary outcomes. These will necessarily vary across organizations. These are some directions in which districts and schools might consider moving:

- **Increase postsecondary enrollment (set specific targets)**
- **Increase Free Application for Federal Student Aid (FAFSA) completion (set specific targets)**
- **Increase college applications and acceptances (set specific targets)**
- **Include districtwide goals for college and career readiness in any version of school improvement plans**
- **Close equity gaps for students from low-income backgrounds, students of color, first-generation students, and other student groups underrepresented in postsecondary education**
- **Enhance external partnerships with and between the district and/or school with community-based organizations (CBOs) and institutions of higher education (IHEs)**
- **Assess and ensure ample staff and financial capacity are dedicated to college and career planning**
- **Incorporate fit and match concepts into postsecondary advising practices**
- **Harness the power of National Student Clearinghouse data to guide postsecondary advising**
- **Focus on guiding students to postsecondary pathways that data show are most likely to see them succeed**

Four additional overview resources that will be particularly useful alongside this document and which should be consulted often are:

- **4 for the Fall: A Blueprint for Supporting the High School Class of 2021:** This NCAN resource offers clear, concrete ways to keep students on a postsecondary pathway after high school. Approaches covered include: understanding students' postsecondary intentions through survey data, obtaining and analyzing postsecondary outcomes data from the National Student Clearinghouse, increasing access to financial aid by improving FAFSA completion rates, and examining current activities around fall milestones. While originally focused on the class of 2021, this guide is still relevant for supporting current seniors.

- **College Readiness Indicator Systems Resource Series:** The six-part series provides guidance to schools and districts for developing and enacting effective indicator and support systems. The resources are segmented by audience (e.g., district and school administrators, community-based organizations, policymakers). The authors, the Annenberg Institute for School Reform at Brown University, The John W. Gardner Center for Youth and Their Communities at the Stanford University Graduate School of Education, and the University of Chicago Consortium on Chicago School Research suggest that "readers may opt to review the whole series or select only those resources that apply to their particular role or interests."

- **Postsecondary Advising: Characteristics and Conditions for Expanding Access:** Bellwether Education Partners' publication "summarizes existing efforts and best practices in the college advising space. Informed by more than 60 discussions with districts, college access organizations, and funders, this comprehensive slide deck outlines conditions that must be in place to expand college advising services." The resource includes three short tipsheets offering concrete recommendations to college access organizations, districts, and funders.

- **Preparing High School Students for Successful Transitions to Postsecondary Education and Employment:** This issue brief from MDRC reviews lessons from studies of selected policies and programs designed to improve students' preparation for postsecondary pathways. Special emphasis is placed on ways to help those who traditionally face substantial barriers to success, including students from low-income backgrounds, African American and Latino students, and students with disabilities.

ALL YEAR/ONGOING

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
College and career team meetings	Schedule regular (suggest biweekly or monthly) series of team meetings throughout the year for planning and implementation of college and career readiness (CCR) activities	• Virtual Training on Effective Strategies for School District Leadership Engagement • Harnessing the Power of Postsecondary Data: Building a Student-Centered, Data-Driven Strategy (see "Establish a Coalition")
Relationships between district/school and highest volume attended colleges and universities and/or local colleges and universities with the best outcomes for underrepresented students	Establish or strengthen partnership via regular communication, data sharing agreements and/or memoranda of understanding, invitation to serve on district college/career planning team	• Build Mutual Accountability: How We're Trying to Create #DestinationCincinnati • Tips for Partnering With a University • Mission Possible: Developing Effective Educational Partnerships • Connecting the Dots: Linking High Schools and Postsecondary Education to Increase Student Success
Relationships between district/ school and external community partners or community-based organizations	Establish or strengthen partnership via regular communication, data sharing agreements, invitation to serve on district college/career planning team; monitor services provided to district and students by community partners	• Postsecondary Advising: Characteristics and Conditions for Expanding Access (see pages 20-28 & 38-41) • Build Mutual Accountability: How We're Trying to Create #DestinationCincinnati • NCAN Benchmarking Spotlight: I Know I Can • Leveraging Partnership for Districtwide Postsecondary Advising with AchieveMpls
College and career readiness among elementary and middle school professionals	Promote buy-in among school professionals at all levels; invite an elementary and middle school representative to the college/career planning team	• Good Jobs That Pay Without a BA • What does 'career readiness' look like in middle school? • "College and Career Awareness Activities for Elementary and Middle School Students" • College and Career Ready: What It Means for Middle School Students
FAFSA completion data	Monitor throughout the year (at least biweekly), share disaggregated data with identified stakeholders and provide targeted outreach to students	• #FormYourFuture FAFSA Trackers Hub • How Schools Engage Students to Help Increase FAFSA Completion • FAFSA Completion Challenge Cities Weigh In On Effective Strategies, Challenges

ALL YEAR/ONGOING, CONTINUED

TABLE COLOR KEY

- Management & Budget
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Function	*Planning Item* or Action Item	Resources
College/career readiness activities	Provide regular updates to district leadership for planning, implementation, and outcomes associated with CCR activities	• Harnessing the Power of Postsecondary Data: Building a Student-Centered, Data-Driven Strategy (see "Evaluate Current Resources And Processes To Support Postsecondary Success") • VDOE: Academic & Career Plan • Helping Students Navigate the Path to College: What High Schools Can Do • Culturally Relevant College and Career Readiness • SY20-21 Continuous Improvement (CI) Guidebook: Collect Evidence Around Actual Implementation Chapter
High-integrity/high-quality data levels	Maintain and monitor for a high-integrity/high-quality data level; secure buy-in for data input, security, and analysis that results in good, disaggregated data to drive decisions for college/career readiness	• Principles and Practices for Getting Started With Data • Roadmap for Tracking Your Student Results: Program Data & Systems • Harnessing the Power of Postsecondary Data: Building a Student-Centered, Data-Driven Strategy (see "Set Goals And Monitor Progress") • Strategic Use of Data Rubric
College and career awareness/ exploration opportunities	Offer a menu of college and career awareness/exploration activities at all grade levels	COLLEGE: • NASSP Online Professional Development: Module 3: Creating a College-Going Culture, Activity 6: College Readiness • CollegeEd® College Planning Program • ECMC Educator Resources • KHEAA - College Circuit Guide • KHEAA - Early Childhood Outreach and Activity Booklet • KHEAA Outreach Presentation Guide (For all ages) CAREER: • NCAN: Early Awareness Middle Grades • Connecting College and Career Success: Implementing and Managing Services for Students • College and Career Awareness Activities for Elementary and Middle School Students • Career Exploration in Middle School

SUMMER PLANNING

JUNE THROUGH AUGUST

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
National Student Clearinghouse (NSC) StudentTracker graduates file	Update and prepare file for most recent graduating class	• National Student Clearinghouse StudentTracker • Prepare a High School Graduates File for Submission to the National Student Clearinghouse • Tips for Making Matches with the NSC StudentTracker • Answering Key Questions with Your NSC StudentTracker for High School Reports
Summer planning meeting for college and career readiness team	Host CCR team meeting(s) – include any IHE or CBO representatives	• Harnessing the Power of Postsecondary Data: Building a Student-Centered, Data-Driven Strategy (see "Establish a Coalition")
Postsecondary readiness and outcome goals	Establish, revisit, and/or update at CCR team meetings using baseline/ current data that is disaggregated by race/ethnicity, gender, and other student characteristics	• Harnessing the Power of Postsecondary Data: Building a Student-Centered, Data-Driven Strategy (see "Set Goals And Monitor Progress") • SY20-21 CI Guidebook: Create or Revise Your Postsecondary Success Team Chapter THEN SEE, FOR EXAMPLE: • Build Mutual Accountability: How We're Trying to Create #DestinationCincinnati (see slide 15) • Iowa Postsecondary Readiness Reports • Oakland Unified School District Public Dashboards (see "Post Secondary Readiness -> College Enrollment") • AEA PREP: Where Did They Go? Tools to Examine Postsecondary Success • Colorado: School and District Data
Postsecondary readiness and outcomes measures	Review and update suggested measures and tracking sources. For example: 1. Average number of college applications per student 2. FAFSA completion percentage 3. Postsecondary acceptance rate 4. Type of institutions applied to 5. State- or district-customized measure	• Predictors of Postsecondary Success • NCAN's Common Measures • NCAN Common Measures Handbook

JUNE THROUGH AUGUST, CONTINUED

TABLE COLOR KEY

- Management & Budget
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Function	*Planning Item* or Action Item	Resources
Federal- and state-level data	Identify/access federal and state data sources for selected measures	• SAIG Enrollment Application for State Grant Agencies (e.g., Signing an agreement to receive student-level FAFSA completion data from Federal Student Aid through a state education agency. Processes for getting student-level data from state education agencies will vary across states.) • SHEEO: Strong Foundations Survey Results • Education Commission of the States: 50-State Comparisons – High School Level
Internal staff and budget resources for CCR activities	Identify staff and total budget capacity to support CCR activities for upcoming academic year	• Postsecondary Advising: Characteristics and Conditions for Expanding Access
Staff responsibilities and needed resources allocation	Assign staff responsible for activity implementation, data sharing, and communication. Allocate financial resources to individual activities (e.g., professional development content, student-facing materials, data sources, tracking systems, and reporting).	Given the highly variable nature of districts' and schools' financial and staffing situations, resources are difficult to identify. Users of this resource should work to find the staffing and budgetary solutions that best meet their own needs. It is important that the allocation match the district's fiscal calendar and school board approval timeline; the school board may not vote on budget approval over the summer, in which case this activity's timing would need to be adjusted. For specific questions or concerns, contact ncan@ncan.org.
Student-level data management system to track key postsecondary milestones/outcomes	Adopt, enhance, or update student management tracking system; provide staff training for data input and reporting; create relevant user accounts and assess user permissions	• Roadmap for Tracking Your Student Results: Program Data & Systems • Tips and Tricks for Taking the Next Step to Data Maturity
CCR programming goals for grades 9-11	Establish/review CCR goals for grades 9-11. Determine if middle school goals are desired.	• ECMC: "Freshman–senior year student checklists" • NACAC: Step by Step: College Awareness and Planning - Early High School Curriculum Grades 9–11 • College Board: College Planning: 9th/10th Grade

JUNE THROUGH AUGUST, CONTINUED

TABLE COLOR KEY

- Management & Budget
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Function	*Planning Item* or Action Item	Resources
Calendar/schedule for student and family events/workshops/ information sessions	Establish/update annual activities calendar; communicate/publish events in annual district calendar	• Puget Sound College & Career Network: Family Engagement • NCAN's "To & Through" Resources • Step by Step: College Awareness and Planning for Families, Counselors, and Communities • Parent Engagement: Strategies and Resources to Communicate with Families
CCR curriculum	Identify/update any curricula to be used for CCR activities	• College is Yours: Senior College Seminar Curriculum • KHEAA - Affording Higher Education Series
Fit and match advising concepts	Review available NSC data; refine and come to consensus around fit and match advising practices for school counselors and community partners (if applicable)	• Fit and Match Excel Dashboard • In Search of a Match: A Guide for Helping Students Make Informed College Choices • Fit and Match Advising Data • NCAN Fit and Match Toolkit • Do High School Graduates Enroll in Colleges That Maximize Their Chances of Success? - Infographic
Annual calendar of professional development events	***Determine needed professional development topics to be provided internally; identify external professional development opportunities for key staff (e.g. counselor workshops or conferences)***	• NCAN's E-Learning Platform • FCAN - FAFSA Training for School Counselors • College Board: Counselor Workshops OTHER SOURCES OF TRAINING INCLUDE: • Counselor workshops provided by state admissions or financial aid associations • ACT or College Board regional counselor workshops or webinars provided on annual basis • Local/regional trainings on topics related to college and career readiness provided by community-based organizations, career and workforce development organizations, community foundations, and colleges and universities

JUNE THROUGH AUGUST, CONTINUED

TABLE COLOR KEY

- Management & Budget
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- testing

Function	*Planning Item* or Action Item	Resources
FAFSA completion campaign/activities	***Lay groundwork for campaign (partners & roles); timeline; completion assistance opportunities***	• NCAN's FAFSA Resource Library • Why Is FAFSA Completion Important? • Using Social and Traditional Media to Increase FAFSA Completion • Social Media Strategies for Spreading the Word About FAFSA • FYI FAFSA Toolkit
Standardized testing options available (SAT, ACT, PSAT)	***Review standardized testing options available for students (e.g., free statewide testing, district-funded ACT/SAT/PSAT testing).*** ***Determine option for access to fee waivers from testing sources, internal resources or external partner resources.*** ***Review test site options (local district sites, area sites).*** ***Determine test preparation opportunities available externally and if any will be provided by the district.***	• SAT Fee Waivers • Become an SAT Test Center • ACT Fee Waivers • Become an ACT Test Center • Khan Academy SAT Test Prep • ACT Test Prep
Postsecondary and career aspirations survey (grades 9-11)	***Create or update annual survey; determine administration schedule; plan for analyzing and distributing results***	The following are resources from which readers can draw inspiration for their own postsecondary and career aspirations surveys: • College Advising Corps: Full (includes demographic questions) and modified (no demographic questions) data collection tools • Iowa College Aid – Course to College Beginning of Year Student Survey Questions • Seventh Graders' Perceptions of College and Career Aspiration Supports in Two Urban Charter Middle Schools (see survey beginning at page 150) • 2019-20 UCanGo2 High School Workbook • It's Your Future…An Educational and Career Planning Guide for High School and Beyond (see "Post High School Plan" starting at page 6)

SUMMER WRAP-UP

JUNE

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
NSC StudentTracker graduates file	Update and prepare file for most recent graduating class	• Submit a Graduates File
Senior exit surveys	Review results; assign appropriate cohort to summer melt interventions; determine supports needed for other cohorts (workforce, military, undecided)	• Understanding Student Experience in the Pandemic Era • Immediate Next Steps for Helping High School Seniors Transition to a 2-/4-Year College or Certificate Program (page 2) • GradSnapp - The College Plans Survey SAMPLE SURVEYS: • Broward County (Florida) Public Schools • I Know I Can (Columbus, Ohio) • College Now Greater Cleveland
Summer melt interventions	Implement identified strategies; arrange staff support schedules	• NCAN Summer Melt Toolkit • Virtual Training on Effective Strategies for Summer Melt Prevention • Signal Vine's Summer Melt Resources • Strategic Data Project: Summer Melt Handbook
Annual review of postsecondary readiness and outcome goals	Revisit and/or update goals at CCR team meetings using baseline/current data; build continued buy-in for internal staff and external partners	• SY20-21 CI Guidebook: Reflect and Revise for Future Implementation Chapter

JULY

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
Summer melt activities	Maintain staff supports; track data to understand common issues; involve appropriate IHEs	• NCAN Summer Melt Toolkit • Signal Vine Communications Toolkit • Signal Vine's Summer Melt Resources • Strategic Data Project: Summer Melt Handbook
Postsecondary readiness and outcomes measures:	Review and update suggested measures and tracking sources 1. Average number of applications per student 2. FAFSA completion percentage 3. Postsecondary acceptance rate 4. Type of institutions applied to 5. State- or district-customized measure	• Predictors of Postsecondary Success • NCAN's Common Measures • NCAN Common Measures Handbook
Summer header activities	Incorporate all start of summer activities needed to prepare for the academic year	• NCAN Summer Melt Resources & Toolkit
School counselor feedback	Ask school counselors to provide written feedback/suggestions for revisions to CCR activities/resources	• NCAN: Driving Towards Program Improvement • GradSnapp: The College Plans Survey • SY20-21 CI Guidebook: Reflect and Revise for Future Implementation Chapter

AUGUST

TABLE COLOR KEY

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- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
FAFSA completion assistance	Provide opportunities for students making late decisions to enroll in fall term	• The Parent's Guide to Filling Out the FAFSA® Form • Full 2020-21 FAFSA Walk-through • Completing the FAFSA 2020-21 (English version) • Completing the FAFSA 2020-21 (Spanish version)
Summer access to school counselors	Designate a portion of school counselor time to assist with last-minute college transition issues	• NCAN Summer Melt Toolkit • Strategic Data Project: Summer Melt Handbook • Partnership for LA Schools Kicks Off Summer Melt Initiative; You Can, Too • Colorado Springs School District 11: Summer Access Initiative • Round Rock ISD: "Summer Melt" Counselors guide Grads with higher ed, jobs • College dreams often melt away in summer months. 'Near-peer' counseling is helping keep them alive.
FAFSA completion campaign and provide FAFSA completion assistance	***Review FAFSA completion data, campaign strategies, and activities; make needed modifications for coming year***	• How 22 Cities Helped High School Students Complete More FAFSAs and Get More Financial Aid Dollars • How Schools Engage Students to Help Increase FAFSA Completion • FAFSA Completion Challenge Cities Weigh In On Effective Strategies, Challenges • How FAFSA Completion Challenge Cities Made the Most of Partnerships • Webinar: Capacity Building and Communicating to Increase FAFSA Completion • Webinar: Virtual Training on FAFSA Completion Strategies

FALL

SEPTEMBER

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
Best practices for working with external partners and volunteers	Identify and implement best practices for working with external partners providing services to students. Offer training to FAFSA completion volunteers.	• Form Your Future: "The Guide" • NCAN's E-Learning for College Access and Success • Webinar: Laying the Groundwork for FAFSA Completion
College application lists	Assist seniors with finalizing college research and compiling final application list. Incorporate fit and match advising strategies.	• NCAN Match & Fit Toolkit: Knowledge and Resources for Helping Students Find the Right Campus • Students: Find the Fit – My College Planner • Teachers and Counselors: Find the Fit - Considering College Options • Teachers and Counselors: Find the Fit - Why Match Matters • Opening Doors: How Selective Colleges and Universities Are Expanding Access for High-Achieving, Low-Income Students • Can applying to more colleges increase enrollment rates? • NCAN's Common Measures • NCAN Common Measures Handbook
ACT/SAT/PSAT/PreACT testing	Inform and assist students with testing schedules, registration processes, deadlines, and test preparation options	• ACT Registration • ACT Fee Waivers • PreACT • SAT Registration • SAT Fee Waivers • PSAT

SEPTEMBER, CONTINUED

TABLE COLOR KEY

- Management & Budget
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Function	*Planning Item* or Action Item	Resources
Postsecondary and career aspirations survey for grades 9-11	Inform faculty/students of administration schedule and plan for sharing results. This might be administered in October or November. Wherever possible, try to integrate with any existing survey administration schedule and/or tools to reduce survey fatigue throughout the year.	The following are resources from which readers can draw inspiration for their own postsecondary and career aspirations surveys: • College Advising Corps: Full (includes demographic questions) and modified (no demographic questions) data collection tools • Iowa College Aid – Beginning of Year Student Survey Questions • Seventh Graders' Perceptions of College and Career Aspiration Supports in Two Urban Charter Middle Schools (see survey beginning at page 150) • 2019-20 UCanGo2 High School Workbook • It's Your Future…An Educational and Career Planning Guide for High School and Beyond (see "Post High School Plan" starting at page 6)
Post-graduation plans survey for grade 12	Inform faculty/students of administration schedule and plan for sharing results. This might also be administered in October. Wherever possible, try to integrate with any existing survey administration schedule and/or tools to reduce survey fatigue throughout the year.	• Understanding Student Experience in the Pandemic Era • Immediate Next Steps for Helping High School Seniors Transition to a 2-/4-Year College or Certificate Program (page 2) SAMPLE SURVEYS: • Broward County (Florida) Public Schools • I Know I Can (Columbus, Ohio) • College Now Greater Cleveland
Senior demographic data	Review senior demographic data (name, DOB, address, etc.) for future data files and summer melt outreach	• Tips for Making Matches with the NSC StudentTracker
FAFSA completion campaign	Host final preparation meeting with all campaign partners. Ensure FAFSA completion tracking procedures are in place.	• FYI FAFSA Toolkit • NCAN - 5 Key Components of State FAFSA Challenges • Kentucky Goes To College Campaign • KHEAA 2022-23 FAFSA Completion Guide • Louisiana FAFSA Now for My Future Later Challenge • Florida FAFSA Challenge • North Carolina First in FAFSA Challenge

OCTOBER

TABLE COLOR KEY

- Management & Budget
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- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
College information sessions for underclassmen and their families to cover topics like: • College Research and Search • Fit & Match Resources • Financial Aid, College-Going Timelines • Standardized Testing	Offer workshops according to schedule determined by CCR team; series should begin in October	Presentations here will vary widely across and within districts. Stakeholders should develop and implement workshops that are responsive to the needs and context of their students and community. • KHEAA: Getting Started 2021: College Planning for Freshmen • KHEAA: Getting Set 2021: College Planning for Sophomores • KHEAA: Getting in Class: Class of 2022 Guide • KHEAA: FSA ID Creation Sheet • FCAN: Common FAFSA Mistakes • FCAN: Top 5 Reasons to Complete the FAFSA • SY20-21 CI Guidebook: Set Goals and Identify Priorities Chapter
Launch FAFSA completion campaign	Host launch event with student/parent involvement. Begin campaign messaging, including media options.	• Social Media Strategies for Spreading the Word About FAFSA • Webinar: Virtual Training on FAFSA Completion Strategies • Webinar: Capacity Building and Communicating to Increase FAFSA Completion
Hold first FAFSA completion event(s)	Share completion event schedule/ assistance options; host school-based event; invite IHE financial aid personnel as volunteers	• FAFSA Training from NCAN's E-Learning Platform • The How-To Book on Organizing and Hosting a FAFSA Event • How to Host Hands-On FAFSA Completion Labs • Planning a FAFSA Event
Confirm NSC graduates file is updated and ready to run (automatically) in November	Review data file prior	• Tips for Making Matches with the NSC StudentTracker
Early decision/ early action deadlines	Ensure students with early decision plans have ample/timely support with application processing	• FAFSA.gov • CSS Profile Check state-level financial aid deadlines to ensure students submit by these dates.

NOVEMBER

TABLE COLOR KEY

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Function	*Planning Item* or Action Item	Resources
Postsecondary and career aspirations survey for grades 9-11	Suggested month to administer	The following are resources from which readers can draw inspiration for their own postsecondary and career aspirations surveys: • College Advising Corps: Full (includes demographic questions) and modified (no demographic questions) data collection tools • Iowa College Aid – Course to College Beginning of Year Student Survey Questions • Seventh Graders' Perceptions of College and Career Aspiration Supports in Two Urban Charter Middle Schools (see survey beginning at page 150) • 2019-20 UCanGo2 High School Workbook • It's Your Future…An Educational and Career Planning Guide for High School and Beyond (see "Post High School Plan" starting at page 6)
Career awareness/exploration opportunities	Offer a variety of activities throughout the year; kickoff may be associated with survey	The types and timing of these activities will necessarily vary by school district, but the following are some examples worth considering: • Opportunities and Options: Making Career Preparation Work for Students • Youth.gov: Career Exploration and Skill Development • High School Career Development Lessons • Career planning for high schoolers • Connecting College and Career Success
FAFSA completion events	Continue to offer in-person events; virtual events if needed; one-on-one assistance	• The How-To Book on Organizing and Hosting a FAFSA Event • How to Host Hands-On FAFSA Completion Labs • Planning a FAFSA Event
FAFSA completion data	Access, review, and share FAFSA completion data with CCR team, school leaders, and other invested stakeholders; determine outreach strategies for non-filers	• FAFSA Tracker • Federal Student Aid: FAFSA High School Completion Data *Note: FAFSA completion data may be made available by state education agencies through public or staff-only portals.*

WINTER

DECEMBER

TABLE COLOR KEY

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- testing

Function	*Planning Item* or Action Item	Resources
NSC data analysis and review	Review and analyze NSC data and understand trends (disaggregated by student demographics, postsecondary institution types, and specific postsecondary institutions). Update any student demographics errors prior to spring file submission.	• Reading the StudentTracker Detail Report • South Dakota School District Uses Clearinghouse Data to Gain College Insights • California's Riverside County Office of Education Improves Students' Postsecondary Success with Data and Education Insights • Education and Training: The Keys to Effectively Using Data • Answering Key Questions with Your NSC Student Tracker for High School Reports
Postsecondary outcomes data	Share postsecondary outcomes data with appropriate staff, stakeholders, and external partners	SEE, FOR EXAMPLE: • CollegeTracks' Example Program Report • Build Mutual Accountability: How We're Trying to Create #DestinationCincinnati • The To & Through Project: Chicago Public Schools • Tracking Postsecondary Outcomes Dashboard: Texas High School Graduates • Michigan School Data: Postsecondary Outcomes • Idaho State Board of Education: Go-On School Dashboard
FAFSA completion data	Continue to share FAFSA completion data	• FAFSA Tracker • Federal Student Aid: FAFSA High School Completion Data *Note: FAFSA completion data may be made available by state education agencies through public or staff-only portals.*
FAFSA completion events	Continue to offer in-person events; virtual events if needed; one-on-one assistance	• The How-To Book on Organizing and Hosting a FAFSA Event • How to Host Hands-On FAFSA Completion Labs • Planning a FAFSA Event

NCAN

JANUARY

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Function	*Planning Item* or Action Item	Resources
Financial aid offer ("award letter") comparisons	Implement strategy for assisting students with financial aid offer review and comparisons; target group is early decision applicants (may be required in December as well)	• NCAN E-Learning Unit on Award Letters • ECMC: "Make Your Decision Worksheet" • How to Read a Financial Aid Award Letter • Counselor Tips and Tools for Helping Students Understand Financial Aid, Throughout the College Decision Process
College and career readiness goals check-in	Host midyear check-in with district and school leadership to determine progress toward college and career readiness goals	• Harnessing the Power of Postsecondary Data: Building a Student-Centered, Data-Driven Strategy (see "Build Capacity")
FAFSA completion events	Continue to offer in-person events; virtual events if needed; one-on-one assistance	• The Plus 5 Push: Helping Students Cross the FAFSA Finish Line • FSA: Hosting a FAFSA completion event • Get Schooled: Find a FAFSA Workshop Near You
FAFSA completion data	Continue to share FAFSA completion data	• FAFSA Tracker • Federal Student Aid: FAFSA High School Completion Data *Note: FAFSA completion data may be made available by state education agencies through public or staff-only portals.*
Senior exit survey	Update/refine senior exit survey for March administration	• Understanding Student Experience in the Pandemic Era • Immediate Next Steps for Helping High School Seniors Transition to a 2-/4-Year College or Certificate Program (page 2) SAMPLE SURVEYS: • Broward County (Florida) Public Schools • I Know I Can (Columbus, Ohio) • College Now Greater Cleveland
ACT and SAT testing for juniors	Implement testing promotion and registration activities to ensure juniors test in the spring	• ACT Registration • ACT Fee Waivers • SAT Registration • SAT Fee Waivers

FEBRUARY

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Function	*Planning Item* or Action Item	Resources
Summer melt interventions	***1. Plan summer melt intervention strategies.*** ***2. Review models: in-person, virtual/ texting, hybrid.*** ***3. Determine staffing and funding needed.*** ***4. Determine series of messages to be used.***	• NCAN Summer Melt Toolkit • Strategic Data Project: Summer Melt Handbook • Partnership for LA Schools Kicks Off Summer Melt Initiative • Colorado Springs School District 11: Summer Access Initiative • Round Rock ISD: "Summer Melt" Counselors Guide Grads • College dreams often melt away in summer months. 'Near-peer' counseling is helping keep them alive.
College and career decision day event	***Plan event for early May***	• Reach Higher: College Signing Day Toolkit
FAFSA completion events	Continue to offer in-person events; virtual events if needed; one-on-one assistance	• The Plus 5 Push: Helping Students Cross the FAFSA Finish Line • FSA: Hosting a FAFSA completion event • Get Schooled: Find a FAFSA Workshop Near You
College information sessions	Maintain schedule of workshops for students/families in grades 9-11	• FCAN: How To Pay For College Guide • KHEAA: Private Student Loan Booklet • KHEAA: High School Basics
FAFSA verification process	Identify students selected, and assist with completing the FAFSA verification process	• After the FAFSA • FCAN: FAFSA Verification Resources

SPRING

MARCH

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
Senior exit survey	Administer senior survey; review results and determine any assistance needed for various cohorts	• Understanding Student Experience in the Pandemic Era • Immediate Next Steps for Helping High School Seniors Transition to a 2-/4-Year College or Certificate Program (page 2) SAMPLE SURVEYS: • Broward County (Florida) Public Schools • I Know I Can (Columbus, Ohio) • College Now Greater Cleveland
FAFSA completion events	Hold wrap-up event to encourage FAFSA filing for those who have yet to file	• The Plus 5 Push: Helping Students Cross the FAFSA Finish Line • FSA: Hosting a FAFSA completion event • Get Schooled: Find a FAFSA Workshop Near You

APRIL

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
NSC spring enrollment data	Review and analyze NSC data and understand trends. The new key KPI is % most recent graduating class started in the first spring, which helps calculate first-year enrollment %. Review persistence data.	• National Student Clearinghouse StudentTracker • Prepare a High School Graduates File for Submission to NSC • Tips for Making Matches with the NSC StudentTracker • Answer Key Questions with NSC StudentTracker for High Schools Reports
Postsecondary outcomes data	Share postsecondary outcomes data with appropriate staff, stakeholders, and external partners	• NCAN: Reimagining Postsecondary Efforts in Baltimore City Public Schools using Data • NCAN: 7 Questions Toward Tracking Students' Post-High School Outcomes • NCAN: GuidEd Insight Will Visualize Outcomes Data and Then Transform How We Use It • Data Quality Campaign: The Value of Postsecondary Outcomes Data: A Former College Counselor's Perspective • NCAN: Roadmap for Tracking Your Students Results
Financial aid offer ("award letter") comparison	Assist students with financial aid offer comparison and final college choice decisions	• NCAN E-Learning Unit on Award Letters • ECMC: "Make Your Decision Worksheet" • How to Read a Financial Aid Award Letter • Counselor Tips & Tools for Helping Students Understand Financial Aid
College information sessions	Maintain schedule of workshops for students/families in grades 9-11	• KHEAA: Surviving College Guide • iMentor: College Decision Day Prep Event Guide

MAY

TABLE COLOR KEY

- Management & Budget
- Partnerships
- Training & Professional Development
- Financial Aid/ FAFSA
- Data
- Early Awareness
- Postsecondary Advising
- Summer Melt
- testing

Function	*Planning Item* or Action Item	Resources
High-quality NSC graduates file	Build out a high-quality NSC graduates file – connecting data from SIS to graduates file	• National Student Clearinghouse Student Tracker • Prepare a High School Graduates File for Submission to the National Student Clearinghouse • Tips for Making Matches with the NSC StudentTracker • Answering Key Questions with Your NSC Student Tracker for High School Reports
High school to college transition processes	Provide assistance to students with details related to enrollment deposits, housing, orientation, sending AP scores to colleges	• College Transition Checklists • The Transition to College: Supporting Students Through the Summer and the First Year of College • Opportunities Guide and Workbook (see "Freshman-Senior Year Student Checklists") • 10,000 Degrees: SUMMER OF SUCCESS: Your Toolkit for College and Beyond
Summer melt activities	Confirm contact information for summer melt activities for appropriate cohorts	• NCAN Summer Melt Toolkit • Virtual Training on Effective Strategies for Summer Melt Prevention • Signal Vine's Summer Melt Resources • Strategic Data Project: Summer Melt Handbook
Summer melt texting (if applicable)	Upload student and parent contact information into text messaging platform; determine messaging schedule; confirm staff support schedule	• COVID Communications Toolkit: Planning for Fall • Find the Fit: Student Text Messages
College and career decision day	Host a college and career decision day event	• Reach Higher: College Signing Day Toolkit

THANK YOU FOR YOUR INTEREST IN TRANSFORMING STUDENTS' POSTSECONDARY PATHWAYS!

This calendar is a living document that NCAN will continue to update as new resources become available. NCAN is willing and able to answer questions about districts' and schools' college and career readiness activities.

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