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 the clearest, most concrete ways to keep students on a postsecondary pathway after they graduate high school. Approaches covered include: understanding students’ postsecondary intentions and needs 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 and pivoting to virtual where possible.

- **College Readiness Indicator Systems Resource Series**: The six-part CRIS Resource 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.
## College and career team meetings

- **Function**: Schedule regular (suggest biweekly or monthly) series of team meetings throughout the year for planning and implementation of college and career readiness (CCR) activities

### Resources
- [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

- **Function**: Establish or strengthen partnership via regular communication, data sharing agreements and/or memoranda of understanding, invitation to serve on district college/career planning team

### Resources
- [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

- **Function**: 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

### Resources
- [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

- **Function**: Promote buy-in among school professionals at all levels; invite an elementary and middle school representative to the college/career planning team

### Resources
- [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

- **Function**: Monitor throughout the year (at least biweekly), share disaggregated data with identified stakeholders and provide targeted outreach to students

### Resources
- [#FormYourFuture FAFSA Trackers Hub](#)
- [How Schools Engage Students to Help Increase FAFSA Completion](#)
- [FAFSA Completion Challenge Cities Weigh In On Effective Strategies, Challenges](#)
## College and Career Awareness/Exploration Opportunities

<table>
<thead>
<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
<th>Resources</th>
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</table>
| 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 |
| 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 | • Driving Toward Program Improvement: 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 (e.g., Believing the College Dream [middle school], Realizing the College Dream [high school] and assorted workshops)  

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: Setting Students on the Path to Success |
SUMMER PLANNING
## JUNE THROUGH AUGUST

<table>
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<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
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</table>
| 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”)  
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

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<th>Function</th>
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| 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](mailto: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

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<th>Function</th>
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</table>
| 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 | |
| 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  
• College Board: Counselor Workshops |

**OTHER EXAMPLES OF 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 and/or regional trainings or professional development workshops on topics related to college and career readiness provided by community-based organizations, career and workforce development organizations, community foundations, and colleges and universities
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<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
<th>Resources</th>
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</thead>
</table>
| 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) |
## JUNE

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<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
<th>Resources</th>
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<tbody>
<tr>
<td>NSC StudentTracker graduates file</td>
<td>Update and prepare file for most recent graduating class</td>
<td>• <a href="#">Submit a Graduates File</a></td>
</tr>
<tr>
<td>Senior exit surveys</td>
<td>Review results; assign appropriate cohort to summer melt interventions; determine supports needed for other cohorts (workforce, military, undecided)</td>
<td>• <a href="#">Understanding Student Experience in the Pandemic Era</a></td>
</tr>
<tr>
<td>Summer melt interventions</td>
<td>Implement identified strategies; arrange staff support schedules</td>
<td>• <a href="#">NCAN Summer Melt Toolkit</a></td>
</tr>
<tr>
<td>Annual review of postsecondary readiness and outcome goals</td>
<td>Revisit and/or update goals at CCR team meetings using baseline/current data; build continued buy-in for internal staff and external partners</td>
<td>• <a href="#">Virtual Training on Effective Strategies for Summer Melt Prevention</a></td>
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<td>• <a href="#">Signal Vine's Summer Melt Resources</a></td>
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<td>• <a href="#">Strategic Data Project: Summer Melt Handbook</a></td>
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SAMPLE SURVEYS:
- [Broward County (Florida) Public Schools](#)
- [I Know I Can (Columbus, Ohio)](#)
- [College Now Greater Cleveland](#)

[Table Color Key](#)
## July

<table>
<thead>
<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
<th>Resources</th>
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</table>
| 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 |   |
| School counselor feedback | Ask school counselors to provide written feedback/suggestions for revisions to CCR activities/resources |   |
## AUGUST

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<thead>
<tr>
<th>Function</th>
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| **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](#) |
### SEPTEMBER

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<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
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<tbody>
<tr>
<td>Best practices for working with external</td>
<td>Identify and implement best practices for working with external partners providing services to students.</td>
<td>• Form Your Future: “The Guide”</td>
</tr>
<tr>
<td>partners and volunteers</td>
<td>Offer training to FAFSA completion volunteers.</td>
<td>• NCAN’s E-Learning for College Access and Success</td>
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<td>• Webinar: Laying the Groundwork for FAFSA Completion</td>
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<td>College application lists</td>
<td>Assist seniors with finalizing college research and compiling final application list.</td>
<td>• NCAN Match &amp; Fit Toolkit: Knowledge and Resources for Helping Students Find the Right Campus</td>
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<tr>
<td></td>
<td>Incorporate fit and match advising strategies.</td>
<td>• Students: Find the Fit – My College Planner</td>
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<td>• Teachers and Counselors: Find the Fit - Considering College Options</td>
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<td>• Teachers and Counselors: Find the Fit - Why Match Matters</td>
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<td>• Opening Doors: How Selective Colleges and Universities Are Expanding Access for High-Achieving, Low-Income Students</td>
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<td></td>
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<td>• Can applying to more colleges increase enrollment rates?</td>
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<td>• NCAN’s Common Measures</td>
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<td>• NCAN Common Measures Handbook</td>
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<tr>
<td>ACT/SAT/PSAT/PreACT testing</td>
<td>Inform and assist students with testing schedules, registration processes, deadlines, and test preparation options</td>
<td>• ACT Registration</td>
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<td>• ACT Fee Waivers</td>
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<td>• PreACT</td>
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<td>• SAT Registration</td>
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<td>• SAT Fee Waivers</td>
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<td>• PSAT</td>
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</table>
### 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)](https://www.collegeadvising.org) and [modified (no demographic questions)](https://www.collegeadvising.org) 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](https://www.ucan2.org)
- [It’s Your Future...An Educational and Career Planning Guide for High School and Beyond](https://www.ucan2.org) (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)

### Senior demographic data

Review senior demographic data (legal name, DOB, address, phone number) 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.

- FYI FAFSA Toolkit

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**TABLE COLOR KEY**

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

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**SEPTMBER, CONTINUED**
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<tbody>
<tr>
<td>College information sessions for underclassmen and their families to cover topics like:</td>
<td>Offer workshops according to schedule determined by CCR team; series should begin in October</td>
<td>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.</td>
</tr>
<tr>
<td>• College Research and Search</td>
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<tr>
<td>• Fit &amp; Match Resources</td>
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<td>• Financial Aid, College-Going Timelines</td>
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<td>• Standardized Testing</td>
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</tbody>
</table>
| 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**

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</thead>
</table>
| 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)](https://www.collegeadvising.org/) and [modified (no demographic questions)](https://www.collegeadvising.org/) data collection tools  
- [Iowa College Aid – Course to College Beginning of Year Student Survey Questions](https://www.iowacollegeaid.org/)  
- [Seventh Graders’ Perceptions of College and Career Aspiration Supports in Two Urban Charter Middle Schools](https://www.iowacollegeaid.org/) (see survey beginning at page 150)  
- [2019-20 UCanGo2 High School Workbook](https://www.ucan2.org/)  
- [It’s Your Future… An Educational and Career Planning Guide for High School and Beyond](https://www.ucan2.org/) (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](https://www.opportunitiesandoptions.org/)  
- [Youth.gov: Career Exploration and Skill Development](https://www.youth.gov/)  
- [High School Career Development Lessons](https://www.highschoolcareerdevelopmentlessons.org/)  
- [Career planning for high schoolers](https://www.ucan2.org/)  
- [Connecting College and Career Success](https://www.ucan2.org/) |
| 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](https://www.fafsa.gov/)  
- [How to Host Hands-On FAFSA Completion Labs](https://www.fafsa.gov/)  
- [Planning a FAFSA Event](https://www.fafsa.gov/) |
| 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](https://www.fafsa.gov/)  
- [Federal Student Aid: FAFSA High School Completion Data](https://www.fafsa.gov/) |

Note: FAFSA completion data may be made available by state education agencies through public or staff-only portals.
WINTER
### DECEMBER

<table>
<thead>
<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
<th>Resources</th>
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</table>
| 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](#)                                                                                           |
| 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](#)                                                                                                     |
### JANUARY

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<tr>
<th>Function</th>
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</table>
| 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

<table>
<thead>
<tr>
<th>Function</th>
<th>Planning Item or Action Item</th>
<th>Resources</th>
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</thead>
<tbody>
<tr>
<td><strong>Summer melt interventions</strong></td>
<td><em>Plan summer melt intervention strategies.</em></td>
<td>• <a href="#">NCAN Summer Melt Toolkit</a></td>
</tr>
<tr>
<td></td>
<td><em>Review models: in-person, virtual/texting, hybrid.</em></td>
<td>• <a href="#">Strategic Data Project: Summer Melt Handbook</a></td>
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<td></td>
<td><em>Determine staffing and funding needed.</em></td>
<td>• <a href="#">Partnership for LA Schools Kicks Off Summer Melt Initiative; You Can, Too</a></td>
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<td><em>Determine series of messages to be used.</em></td>
<td>• <a href="#">Colorado Springs School District 11: Summer Melt Initiative; You Can, Too</a></td>
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<td>• <a href="#">Round Rock ISD: &quot;Summer Melt&quot; Counselors guide Grads with higher ed, jobs</a></td>
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<td>• <a href="#">College dreams often melt away in summer months. 'Near-peer' counseling is helping keep them alive.</a></td>
</tr>
<tr>
<td><strong>College and career decision day event</strong></td>
<td><em>Plan event for early May</em></td>
<td>• <a href="#">Reach Higher: College Signing Day Toolkit</a></td>
</tr>
<tr>
<td><strong>FAFSA completion events</strong></td>
<td><em>Continue to offer in-person events; virtual events if needed; one-on-one assistance</em></td>
<td>• <a href="#">The Plus 5 Push: Helping Students Cross the FAFSA Finish Line</a></td>
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<td>• <a href="#">FSA: Hosting a FAFSA completion event</a></td>
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<td>• <a href="#">Get Schooled: Find a FAFSA Workshop Near You</a></td>
</tr>
<tr>
<td><strong>College information sessions</strong></td>
<td><em>Maintain schedule of workshops for students/families in grades 9-11</em></td>
<td></td>
</tr>
<tr>
<td><strong>FAFSA verification process</strong></td>
<td><em>Identify students selected, and assist with completing the FAFSA verification process</em></td>
<td>• <a href="#">After the FAFSA</a></td>
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SPRING
# MARCH

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

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<tr>
<th>Function</th>
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</table>
| 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 data for term to term persistence of students. | • [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](#) |
| Postsecondary outcomes data   | Share postsecondary outcomes data with appropriate staff, stakeholders, and external partners                                                                                                                                 |                                                                                                                                               |
| 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 and Tools for Helping Students Understand Financial Aid, Throughout the College Decision Process](#) |
| College information sessions  | Maintain schedule of workshops for students/families in grades 9-11                                                                                                                                                         |                                                                                                                                               |
## MAY

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<th>Function</th>
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| 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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