



THE NEXT STEP PLAN

Introduction for Advisors in Middle & High School

WHAT is the NEXT STEP PLAN?

- ❖ NSPs are working documents that are completed/updated annually for all APS students, starting in 8th grade and continuing through all 4 years of high school
- ❖ The NSP is the student's individualized document, developed by the student, *in consultation with* the parent/guardian and advisor. The advisor's role – as in Student-Led Conferences -- is that of *facilitator*.
- ❖ NSPs are “projected plans of study” designed to help students focus on requirements and opportunities in high school, and think about their futures in terms of postsecondary education/training and careers.
- ❖ NSPs must be signed annually by student, parent/guardian and advisor.
- ❖ The NSP is available in English and Spanish.

What is covered in the NSP?

NSPs address:

- ❖ academic, career, personal and social goals
- ❖ extra-curricular involvement
- ❖ postsecondary plans
- ❖ career interests
- ❖ high school career pathway & courses
- ❖ credits/plans for staying on track to meet graduation requirements/credit recovery (if needed)
- ❖ identification of strategies, activities & opportunities to help the student prepare for desired post-school outcomes.

Why do the NEXT STEP PLAN?

- ❖ NSPs are mandated by the NM legislature through House Bill 522, as amended and signed into law in 2004. Beginning this school year – 2009-2010 – all APS middle and high schools will be using a standardized procedure to complete and maintain these documents.
- ❖ It is good practice to develop personal, student-centered relationships with students and their families, and to help guide students toward their goals.

NEXT STEP PLANS are NOT...

- ❖ **BINDING DOCUMENTS.** They can be changed as a student changes his or her mind about the course of study he/she wants to pursue. Please be prepared for questions about this from your students; they may hesitate to fill in certain areas, for fear their tentative plans will be “set in stone”. Reassure them that the document is a work in progress and that they are under no obligation to follow their plans as written.
- ❖ Preregistration forms or student schedules.
- ❖ College entrance plans.

Important to remember when filling out the NSP:

- ❖ Use PENCIL to fill out the document, but PEN for the signature page.
- ❖ The student completes the information for ONLY the CURRENT year/grade they are in. For example, if you are sitting down with a 10th grader, they complete 10th grade only; they do not skip ahead to fill in grades 11 and 12.
- ❖ Remember that students have different goals and levels of achievement. Once they know that you will be discreet, respectful and professional, and that you'll keep their information confidential, they will be more comfortable and likely to create a meaningful Next Step Plan.

Middle School Advisors: NSP for 8th graders

Complete this 1-pg. NSP with your 8th graders during Advisory Lesson 5: Planning For Next Year.

Before completing the NSP, collaborate with your school's Career/Technical Ed (CTE) teacher re: which of you will be doing interest inventories and career exploration (using Career Clusters, Choices, School-to-World) with the students; this necessary first step will help the students understand their strengths, interests and to complete a meaningful NSP.

ALBUQUERQUE PUBLIC SCHOOLS 8TH GRADE - NEXT STEP PLAN

Student Name: _____ ID# _____ DOB _____
 English Language Status: Native Speaker _____ Learner _____ Fluent Proficient _____
 Middle School: _____ High School _____ Projected High School Graduation Date: _____
 Parent/Guardian: _____
 Home Address: _____ Home Phone: _____ Work Phone: _____

Current Goals for Following Year
 What are your long-term goals? (Choose one or more or add):
 Medical Engineering Education Business Hospitality Profession other _____
 What are your academic goals?
 Get A's Pass all classes Take honors classes and/or Take career electives other _____
 What extra-curricular activities do you participate in or plan to participate in?
 Sports Chess club Drama club Honors society Internship other _____
 What are your plans after high school training or schooling?
 4-year College 2-year college Technical school Military Work Force Apprenticeship other _____

Career Pathway:					
9 th Grade			10 th Grade		
Course	Description	Credits	Course	Description	Credits
English	Reg Hon AP	1	English	Reg Hon AP	1
Math	Algebra 1 Reg Hon AP	1	Math	Geometry Reg Hon AP	1
	Geometry Reg Hon AP			Algebra 2 Reg Hon AP	
Science	Biology Reg Hon AP	1	Science	Chemistry Reg Hon AP	1
Health	Health	5	Social Studies	World History	1
NM History	NM History	5	Elective		1
Physical Education	PE	1	Elective		1
Elective		1	Elective		1
Elective		1			
Total Credits		7	Total Credits		7

11 th Grade			12 th Grade		
Course	Description	Credits	Course	Description	Credits
English	Reg Hon AP	1	English	Reg Hon AP	1
Math	Algebra 2 Reg Hon AP	1	Math	Calculus Trigonometry	1
Science	Physics	1	Social Studies	Economics	5
Social Studies	U.S. History	1	Social Studies	Government	5
Elective: Career Technical Education Workplace Readiness or Language other than English-year one		1	Elective: Career Technical Education Workplace Readiness or Language other than English-year two		1
Elective: Dual Credit		1	Elective: Dual Credit		1
Elective: Dual Credit		1	Elective: Dual Credit		1
Total Credits		7	Total Credits		7

The Next Step Plan is a projected plan of study. It can be altered during the course of the student's years in high school. The intent of the Next Step Plan is for the student to explore options for their future and to help them decide which classes to take to reach their future goals. Once a student is in high school, he/she will meet with their counselor and parents in grades 9 through 12 at least once a year to determine if they are on track to graduate and to discuss the student's current and future goals and how to accomplish them.

This is a projected plan of study. It is not a binding document or a student schedule.

Student signature _____

Parent signature _____

Counselor or School Official _____

NSP in high school

page 1 of 7: Demographics & Goals

Have student fill in & then update yearly (only 1 line per year!) as needed:

Demographic info (name, address, etc.): **please check for accuracy, thoroughness.**

Student Goals in 5 areas:

Career: use results from career interest inventory; remind students they can change career interests.

Academic: e.g., pass all my classes, graduate, be valedictorian.

Extracurricular: help student brainstorm in & out of school activities.

Postsecondary: e.g., go to CNM, join the military.

Personal/Social: make new friends, get a job.

Updated 4.15.09

NEXT STEP PLAN
Student Information

Student Information

Student Name: _____ Student #: _____
Date of Birth: _____ Ethnicity: _____ Gender: ☐ M ☐ F
English Language Status: ☐ Native English Speaker ☐ English Language Learner ☐ Fluent English Proficient
Projected High School Graduation Date: _____
Home Address: _____
Home Ph: _____ Work Ph: _____
School: _____
School Address: _____
Parent(s)/Guardian(s): _____
Home Address: _____
Home Ph: _____ Work Ph: _____

STUDENT GOALS

What are your long-term career interests?
9th _____
10th _____
11th _____
12th _____

What are your academic goals?
9th _____
10th _____
11th _____
12th _____

What extra-curricular activities do you participate in or plan to participate in?
9th _____
10th _____
11th _____
12th _____

What are your plans for after high school training & learning?
9th _____
10th _____
11th _____
12th _____

What are your personal and/or social goals?
9th _____
10th _____
11th _____
12th _____

Next Step Plan for: _____

Page 1 of 8

This is a projected plan of study. It is not a binding document or a student schedule.

NSP, page 2 of 7: graduation requirements

NOTE: this page is currently being updated for each APS high school, and will be supplied to you prior to your NSP meetings with students.

Use the student's most recent transcript to do a "quick check" of credits earned & lacking. The goal is to keep students and families aware of their progress toward meeting all grad requirements.

Remind students that high school graduation requirements are not the same as college entrance requirements!

Updated 4.15.09

STUDENT COURSE OF STUDY					
Albuquerque Public Schools Minimum Requirements for Graduation					
Year Freshmen Entered High School:	2009	Quick Check			
		Number of Credits Completed			
Grade Completed		9 th	10 th	11 th	12 th
English	4				
Mathematics: Algebra I, Geometry, Algebraic Models (Algebra II) (or equivalent higher)	4				
<i>Note: it is recommended that in the fourth year of math trigonometry, calculus or higher is taken to increase success in college.</i>					
Lab Science	3				
Social Studies:	3.5				
New Mexico History	0.5				
World History & Geography	1				
United States History & Geography	1				
Government	0.5				
Economics	0.5				
Health	0.5				
Physical Education	1				
Practical Arts/Fine Arts*	1				
Electives :	8				
<i>It is required that at least 1(one) of the 24 credits come from Advance Placement (AP), Honors, Distance Learning and/or Dual Credit courses.</i>					
<i>Two years of modern language in the same language is usually required for entrance into 4-year college institutions.</i>					
TOTAL	25				

Freshmen entering High School in 2009 or after:

- These are the Albuquerque Public Schools minimum graduation requirements for all Freshmen entering high school in 2009 or after.
- Students entering as Freshmen in 2009 must take one unit of advanced placement, honors, dual credit, or distance learning and one unit in one of the following: career cluster course, work place readiness, or a language other than English as two of the 25 credits required for graduation. Drop out age has been moved to 18.
- Students entering 9th grade in 2009 will also need to complete the following:
 Statewide college and workplace readiness assessment system beginning in the 2009-2010 school year consisting of the following:
 High school readiness assessment in English, reading, math, and science in fall of grade 9.
 College readiness assessment in English, reading, and math in grade 10; and
 Workplace readiness assessment to assess applied skills in reading, math, and locating information in grade 11.

Additional Information:

- *Courses in business education, family and consumer sciences, technology education, computer science, ROTC, art, music, drama, yearbook, and newspaper will satisfy the practical arts/fine arts requirements.
- Charter Schools, Alternative, and accredited non-public schools may have different requirements.
- All post-secondary institutions have specific entrance requirements that may exceed APS minimum requirements.
- Completion of final Next Step Plan (NSP).

Next Step Plan for: _____

Page 1 of 1

This is a projected plan of study. It is not a binding document or a student schedule.

NSP, pages 3, 4 of 7: career pathway, career clusters, courses, exams, GPA

Facilitate as student fills in Career Pathway & NM Career Clusters choices, course of study, credits proposed & earned, exams taken, GPA.

Track whether on target w/grad requirements. Double-check the credit summary: this is a chance to find potential problems (missing credits)

If NO to any of the 3 questions (in bottom box) re: being on track, help student outline plan of action to get back on target.

Updated 4.15.09

CAREER PATHWAY:
 NM Career Clusters: ☐ Arts and Entertainment ☐ Business Services ☐ Communication and Information
☐ Energy and Environmental Technologies ☐ Engineering, Construction and Manufacturing
☐ Health and Biosciences ☐ Hospitality and Tourism

9th Grade		COURSE OF STUDY			
Year	Course	Name	Proposed	#Credits Earned	
CRT Exam:	English				
	Math				
HS Readiness Assessment:	Science				
	Social Studies				
GPA:	Physical Education				
	Electives (List specific course/s)				
English Proficient: Y N					
Total credits earned					

9th grade Academic Improvement Plan? ☐ YES ☐ NO If YES, attach the plan

Have you taken the HS readiness assessment? ☐ YES ☐ NO

Are you on target with graduation requirements? ☐ YES ☐ NO

Are you on target with one of the following requirements: Advanced Placement, Dual Credit, Distance Learning, Honors? ☐ YES ☐ NO

If NO to the above 3 questions, describe the reason(s) and outline a plan of action for the student getting back on target.

CAREER PATHWAY:
 NM Career Clusters: ☐ Arts and Entertainment ☐ Business Services ☐ Communication and Information
☐ Energy and Environmental Technologies ☐ Engineering, Construction and Manufacturing
☐ Health and Biosciences ☐ Hospitality and Tourism

10th Grade		COURSE OF STUDY			
Year	Course	Name	Proposed	#Credits Earned	
CRT Exam:	English				
	Math				
College Readiness Assessment:	Science				
	Social Studies				
GPA:	Physical Education				
	Electives (List specific course/s)				
English Proficient: Y N					
Total credits earned					

Have you taken the HS readiness assessment? ☐ YES ☐ NO

Are you on target with graduation requirements? ☐ YES ☐ NO

Are you on target with one of the following requirements: Advanced Placement, Dual Credit, Distance Learning, Honors? ☐ YES ☐ NO

If NO to the above 3 questions, describe the reason(s) and outline a plan of action for the student getting back on target.

Next Step Plan for: _____ Page 1 of 1

This is a projected plan of study. It is not a binding document or a student schedule.

Updated 4.15.09

CAREER PATHWAY:
 NM Career Clusters: ☐ Arts and Entertainment ☐ Business Services ☐ Communication and Information
☐ Energy and Environmental Technologies ☐ Engineering, Construction and Manufacturing
☐ Health and Biosciences ☐ Hospitality and Tourism

11th Grade		COURSE OF STUDY			
Year	Course	Title	Proposed	#Credits Earned	
CRT Exam:	English				
	Math				
Workplace Readiness Assessment:	Science				
	Social Studies				
GPA:	Physical Education				
	Electives (List specific course/s)				
English Proficient: Y N					
Total credits earned					

Have you taken the HS readiness assessment? ☐ YES ☐ NO

Are you on target with graduation requirements? ☐ YES ☐ NO

Are you on target with one of the following requirements: Advanced Placement, Dual Credit, Distance Learning, Honors? ☐ YES ☐ NO

If NO to the above 3 questions, describe the reason(s) and outline a plan of action for the student getting back on target.

CAREER PATHWAY:
 NM Career Clusters: ☐ Arts and Entertainment ☐ Business Services ☐ Communication and Information
☐ Energy and Environmental Technologies ☐ Engineering, Construction and Manufacturing
☐ Health and Biosciences ☐ Hospitality and Tourism

12th Grade		COURSE OF STUDY			
Year	Course	Name	Proposed	#Credits Earned	
CRT Exam:	English				
	Math				
College Readiness Assessment:	Science				
	Social Studies				
GPA:	Physical Education				
	Electives (List specific course/s)				
English Proficient: Y N					
Total credits earned					

Are you on target with graduation requirements? ☐ YES ☐ NO

Are you on target with one of the following requirements: Advanced Placement, Dual Credit, Distance Learning, Honors? ☐ YES ☐ NO

If NO to the above 2 questions, describe the reason(s) and outline a plan of action for the student getting back on target.

Next Step Plan for: _____ Page 1 of 1

This is a projected plan of study. It is not a binding document or a student schedule.

NSP, page 5 of 7: Student Opportunities & Linkage: what support is necessary to prepare for desired after-high school outcomes?

This page addresses activities & strategies to help support the student where needed in the areas of: academic support/study skills; extracurricular experiences/out-of-school activities; exposure to postsecondary education & career options; family/social supports; assessments & credentials (SBA in 11th, PSAT/ACT/SAT, AP exams, etc.)

NOTE: Students sometimes need prompting when filling out this page. Help them to brainstorm activities they're involved in (perhaps at church? In the community?) and those they MIGHT like to try. (Reassure them this is not binding in any way.)

Updated 4.15.09

STUDENT OPPORTUNITIES AND LINKAGE
What support is needed to prepare for desired after high school outcomes?
(A collaborative team of school officials may be brought together to determine the best course of action to take for student success if needed.)

I Need and am involved in the following:	Activities/Strategies			
	9	10	11	12
Academic Support and/or Study Skills:	Language support svc <input type="checkbox"/> Tutoring <input type="checkbox"/> Study group <input type="checkbox"/> Other <input type="checkbox"/>	Language support svc <input type="checkbox"/> Tutoring <input type="checkbox"/> Study group <input type="checkbox"/> Other <input type="checkbox"/>	Language support svc <input type="checkbox"/> Tutoring <input type="checkbox"/> Study group <input type="checkbox"/> Other <input type="checkbox"/>	Language support svc <input type="checkbox"/> Tutoring <input type="checkbox"/> Study group <input type="checkbox"/> Other <input type="checkbox"/>
Extracurricular Experiences and Out-of-School activities:	Student organization <input type="checkbox"/> Athletics <input type="checkbox"/> Community Involvement <input type="checkbox"/> Other <input type="checkbox"/>	Student organization <input type="checkbox"/> Athletics <input type="checkbox"/> Community Involvement <input type="checkbox"/> Other <input type="checkbox"/>	Student organization <input type="checkbox"/> Athletics <input type="checkbox"/> Community Involvement <input type="checkbox"/> Other <input type="checkbox"/>	Student organization <input type="checkbox"/> Athletics <input type="checkbox"/> Community Involvement <input type="checkbox"/> Other <input type="checkbox"/>
Exposure to Postsecondary Education and Career Options:	College tours <input type="checkbox"/> Job shadowing <input type="checkbox"/> Other <input type="checkbox"/>	College tours <input type="checkbox"/> Job shadowing <input type="checkbox"/> Internship <input type="checkbox"/> Other <input type="checkbox"/>	Concurrent enrollment <input type="checkbox"/> College tours <input type="checkbox"/> Job shadowing <input type="checkbox"/> Internship <input type="checkbox"/> Work Experience <input type="checkbox"/> Other <input type="checkbox"/>	Concurrent enrollment <input type="checkbox"/> College tours <input type="checkbox"/> Job shadowing <input type="checkbox"/> Internship <input type="checkbox"/> Work Experience <input type="checkbox"/> Other <input type="checkbox"/>
Family and/or Social Supports:	Parent involvement <input type="checkbox"/> Student leadership <input type="checkbox"/> Mentoring <input type="checkbox"/> Other <input type="checkbox"/>	Parent involvement <input type="checkbox"/> Student leadership <input type="checkbox"/> Mentoring <input type="checkbox"/> Other <input type="checkbox"/>	Parent involvement <input type="checkbox"/> Student leadership <input type="checkbox"/> Mentoring <input type="checkbox"/> Other <input type="checkbox"/>	Parent involvement <input type="checkbox"/> Student leadership <input type="checkbox"/> Mentoring <input type="checkbox"/> Other <input type="checkbox"/>
Assessments and Credentials:	Pre-admission testing <input type="checkbox"/> Career assessment <input type="checkbox"/> Other <input type="checkbox"/>	Pre-admission testing <input type="checkbox"/> Career assessment <input type="checkbox"/> Other <input type="checkbox"/>	Pre-admission testing <input type="checkbox"/> Career assessment <input type="checkbox"/> Other <input type="checkbox"/>	Pre-admission testing <input type="checkbox"/> Career assessment <input type="checkbox"/> Student certification <input type="checkbox"/> Other <input type="checkbox"/>

Next Step Plan for: _____

Page 1 of 1

This is a projected plan of study. It is not a binding document or a student schedule.

NSP, page 6 of 7: Signature Page

This page **MUST** be signed & dated annually upon completion of the NSP. **IMPORTANT!** Students, parent & advisor only sign 1 line per year!

Page 6 includes grades 8-11; there is a separate signature section on page 7 for the Final NSP in 12th grade.

Make sure that student and parent/guardian both sign. If difficult to get in touch with parent, document all efforts to contact.

Advisor signs under "Professional Staff".

Next Step Plan Signatures (8th grade):

Updated 4.15.09

Student: _____ Date: _____
Student parent/guardian: _____ Date: _____
Professional Staff: _____ Date: _____
Other: _____ Date: _____
Comments: _____

Next Step Plan Signatures (9th grade):

Student: _____ Date: _____
Student parent/guardian: _____ Date: _____
Professional Staff: _____ Date: _____
Other: _____ Date: _____
Comments: _____

Next Step Plan Signatures (10th grade):

Student: _____ Date: _____
Student parent/guardian: _____ Date: _____
Professional Staff: _____ Date: _____
Other: _____ Date: _____
Comments: _____

Next Step Plan Signatures (11th grade):

Student: _____ Date: _____
Student parent/guardian: _____ Date: _____
Professional Staff: _____ Date: _____
Other: _____ Date: _____
Comments: _____

Next Step Plan for: _____

Page 1 of 1

This is a projected plan of study. It is not a binding document or a student schedule.

NSP, page 7 of 7: Final Next Step Plan for Seniors

This page is to be completed and SIGNED in 12th grade only.

Facilitate as student details his/her final thoughts on career interests, postsecondary plans, financial aid plans, and scholarships.

Updated 4.15.09

Final Next Step Plan
(To be completed your senior year)

What are your long-term career interests? _____

What do you plan to do after high school?
(Check appropriate box and describe.)

<input type="checkbox"/> Bachelor Degree Program	_____
<input type="checkbox"/> Public College/University (name)	_____
<input type="checkbox"/> Private College/University (name)	_____
<input type="checkbox"/> Associate Degree Program	_____
<input type="checkbox"/> Trade Certificate Program	_____
<input type="checkbox"/> Military Service (branch)	_____
<input type="checkbox"/> Work/Study/Apprenticeship Program	_____
<input type="checkbox"/> On-the-job Training	_____
<input type="checkbox"/> Work	_____
<input type="checkbox"/> Other	_____

How do you intend to accomplish these goals? (Financial aid, scholarships, etc.)

FINAL NEXT STEP PLAN SIGNATURES
(Just prior to high school graduation)

Student: _____	Date: _____
Parent/Guardian: _____	Date: _____
Professional Staff: _____	Date: _____

Next Step Plan for: _____

Page 1 of 1

This is a projected plan of study. It is not a binding document or a student schedule.