Welcome to high school! Even though this year looks different, the people and resources you’ve always had are working harder than ever for you. Graduation, college, and work may seem far away, but this is the best time to start and make sure that you are on track to graduate. Follow steps in this toolkit to start off strong by setting goals, earning good grades, having great attendance, getting involved, and connecting to resources and mentors.

☐ Meet your school’s college and career specialist who will connect you to resources for planning for your future. Learn more about the TPS college and career guidance team at GraduateTacoma.org/TCSN.

☐ Explore your future. It’s never too early to start exploring careers and the steps to get there. Go to CollegeBoard.org and CareerBridge.wa.gov and learn more about reaching your goals.

☐ Go to GraduateTacoma.org/TCSN for more resources, calendars, webinars, and links to support you.
Start Off Strong

Grades Matter

Starting with your freshman year, you will begin building your High School Transcript, the four-year record of your classes and grades. Your transcript will show your cumulative GPA (Grade Point Average), credits, and state requirements. Maintaining a strong GPA for all four years in college- and career-ready courses is the best way to prepare for your future. This is why it’s important to connect to resources now.

☐ Meet your high school counselor and make sure you are taking all of the courses that will meet graduation requirements.

☐ Stay focused and organized in your classes. Use a daily planner, calendar, or phone to plan ahead and keep track of assignments and homework. You can earn higher grades by turning in all completed assignments on time.

☐ Check your grades online, communicate with your teachers, check your TPS email, and keep on-track with distance learning by going to TacomaSchools.org/Families. This link will show you how to check online grades using Home Access Center (HAC) and to log in to Office 365 to connect to your TPS email and more.

TIP! Use your TPS email or create a professional email address with your first and last name to use in all communication with potential colleges and employers. Check your email regularly, and respond as soon as you are able. First impressions count! In a cyber world, that starts with your email.

Get Involved and Connected

Get involved in something you care about, or that you want to learn more about. Participation in clubs, sports, and extracurricular activities is an important part of building skills, exploring careers, and developing your resume. This may look a bit different during COVID19, but there are still ways for you to stay involved and connected.

☐ Find a mentor who can support you. Talk to your counselor about programs such as TRIO, the HERO Program, AVID, and many more. All of these programs provide academic and college support for eligible students.

☐ Take advantage of resources offered by your high school for tutoring, homework help, college mentoring, and career internships. Contact your counselor for help.

☐ Build relationships with teachers, coaches, and employers over the next four years of high school. They can guide you and will be able to write strong recommendation letters for you in the future for college, scholarship, apprenticeship, and job applications.

TIP! The College Bound Scholarship provides tuition for colleges and technical schools. ARE YOU A COLLEGE BOUND SCHOLAR? Sign ups are still open until November. Contact your counselor to sign up before the deadline.

TIP! Go to GraduateTacoma.org/TCSN for more resources and updated information.

Follow Graduate Tacoma on social media.

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Graduate Tacoma

4 SMART Goals to Complete by June:

SPECIFIC
MEASURABLE
ATTAINABLE
REALISTIC
TIMELY

☐ 1. LOG IN to Office 365 and check your TPS email daily.

☐ 2. CHECK your grades weekly at HAC and make sure you are on track with all of your classes.

☐ 3. MEET your college and career guidance specialist, either in-person or virtually, and learn how they can support your future.

☐ 4. SIGN UP for the College Bound Scholarship before the November deadline if you are eligible.