Parent's/Guardian's Information File

For Elementary School

School Name _____

School Address _____

_____

_____

Building Principal _____

School Phone _____

Attendance Office Phone _____

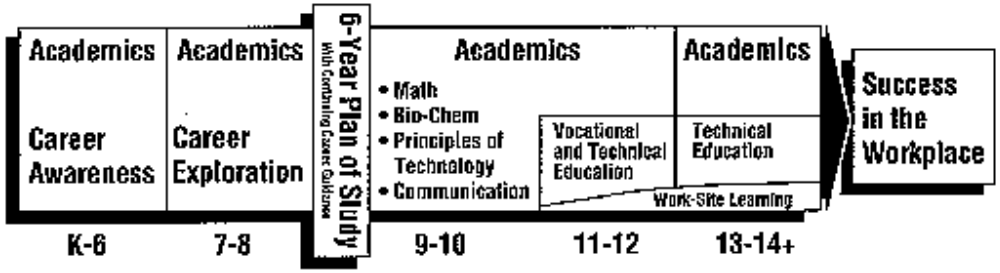
Guidance Office Phone _____

Use this Folder to Keep:

- ☐ List of Teachers
- ☐ School Activities Calendar
- ☐ Student Insurance Documents
- ☐ Awards Received
- ☐ Class Schedule
- ☐ Parent-Teacher Organization Information
- ☐ Career Interest Materials
- ☐ Grade Reports
- ☐ School Correspondence
- ☐ Career Awareness Activities and Materials
- ☐ Immunization Record
- ☐ List of Organizations/Clubs (in/out of school)
- ☐ Test Results
- ☐ School Handbook

Understanding the Process to Help My Child Make a Successful Transition from School to Work

Your children will be faced with many decisions as they move through their school years. As a parent, you have the opportunity during this time to be involved with your children and provide them with the support they need to make informed choices regarding their future. To help your child be successful, you need to be aware of the process that prepares him/her to make the transition from school to work.



Academics are the subjects students take throughout their educational career. It's important to show students how these academic subjects help prepare them for work.

In Grades K–6, *career awareness* helps students understand the role of work, one's own uniqueness, and basic knowledge about clusters or groups of different occupations.

In Grades 7 and 8, *career exploration* is stressed. Students discover how their individual interests, abilities, values, and needs fit into the world of work by exploring jobs through hands-on career assessment, career videos, job shadowing, career mentoring, or actual job experience.

Starting in Grades 8 and 9, students must begin to map out the courses they wish to take in high school and beyond. The 6-Year Plan of Study is a planned, coherent sequence of courses, four to six years in duration, leading to or supporting a career major.

In Grades 9–14, students shift their attention to *career preparation and application*. This phase helps students acquire specific preparation, including the development of occupationally specific skills, the application of academic theory to real work situations, and the mastery of workplace basics. Preparation for the transition to additional education, the workplace, or both is essential at this stage.

The school-to-work model leads to success in the workplace. In today's world, it is essential to maintain employability by demonstrating competence in problem-solving, personal management, interpersonal skills, communication, teamwork, and transference of technical knowledge by continually acquiring high-demand workplace skills and by exhibiting innovation and flexibility. As a parent, your understanding of the process of career development, career awareness, career exploration, and career planning and preparation is crucial. This process is developmental in nature. Each stage builds upon the skills and experiences previously acquired. This process, when followed diligently with your help, can lead to the ultimate goal of success in the workplace for your child.

Guidance Division, Oklahoma Department of Vocational and Technical Education, 1500 West Seventh Avenue, Stillwater, OK 74074-4364 • (405) 743-5159

Things I Can Do as a Parent:

Grades K–3

- ❑ *Attend school orientation activities.*
- ❑ *Meet teacher and school counselor.*
- ❑ *Know and understand discipline codes.*
- ❑ *Check meal cost/arrangement.*
- ❑ *Check transportation/bus schedule.*
- ❑ *Understand how to contact teacher and school counselor.*
- ❑ *Understand teacher expectations of students.*
- ❑ *Know the kinds of career awareness opportunities that are available.*
- ❑ *Be involved on Career Day.*
- ❑ *Volunteer for school activities.*
- ❑ *Know and follow attendance and tardy policy.*

Grades 4–6

- ❑ *Meet teacher and school counselor.*
- ❑ *Know and understand discipline rules.*
- ❑ *Check meal cost/arrangement.*
- ❑ *Check transportation/bus schedule.*
- ❑ *Understand how to contact teacher and school counselor.*
- ❑ *Understand teacher expectations of students.*
- ❑ *Know what kinds of career awareness opportunities are available.*
- ❑ *Understand Oklahoma Higher Learning Access Program (OHLAP) qualifications for student financial aid.*
- ❑ *Understand course offerings in junior high/middle school and how they relate to my child's tentative career goals.*
- ❑ *Attend junior high/middle school orientation for parents.*
- ❑ *Reinforce effort that leads to good grades.*

Parenting Skills and School Involvement

- Discuss and set limitations. Identify responsibilities at home.
- Encourage good study habits.
- Assure regular and consistent time for homework.
- Maintain regular contact with school staff.
- Get to know your children's group of friends and their parents/guardians.
- Talk to your children about your work and how you use academic skills each day.
- Discuss education related to occupations.
- Take your children to your work to see your job setting.
- Praise efforts toward work as well as accomplishments in and out of school.
- Stress the importance of education.
- Encourage and discuss good work habits.
- Encourage involvement in a variety of hobbies and activities.
- Participate in parent-teacher conferences.
- Understand the skills children will need to develop for success in tomorrow's workplace.
- Encourage exploration of all kinds of career options, including nontraditional ones.
- Model the skills and attitudes you want your children to acquire.
- Participate in learning activities with your children at home.
- Don't compare children with each other. Understand each one is unique.
- Talk to other parents about expectations.
- Don't believe "everyone else gets to."
- Help your children manage their time.

My child's current career/occupational interests:

K _____ *1st* _____

2nd _____ *3rd* _____

My child's favorite classes:

K _____ *1st* _____

2nd _____ *3rd* _____

My child's current career/occupational interests:

4th _____ *5th* _____

6th _____

My child's favorite classes:

4th _____ *5th* _____

6th _____

Special Notations Regarding My Child

Areas of Strength	***Areas for Improvement***

Administrator/Teacher/Counselor Conference Notes

GG-011717

OKLAHOMA School-to-Work SYSTEM

Parent's/Guardian's Information File

For Middle School/Junior High

School Name _____

School Address _____

_____

_____

Building Principal _____

School Phone _____

Attendance Office Phone _____

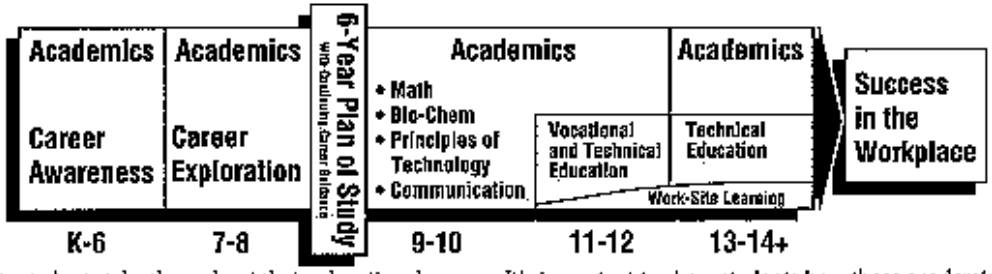
Guidance Office Phone _____

Use this Folder to Keep:

- ❑ List of Teachers
- ❑ School Activities Calendar
- ❑ Career Exploration Experiences and Information
- ❑ Awards Received
- ❑ Class Schedule
- ❑ Educational Plan
- ❑ Career Interest Materials
- ❑ Grade Reports
- ❑ School Correspondence
- ❑ Career Interest Inventory Results
- ❑ Immunization Record
- ❑ List of Organizations/Clubs (in/out of school)
- ❑ Test Results
- ❑ Student Insurance Documents
- ❑ Parent-Teacher Organization Information

Understanding the Process to Help My Child Make a Successful Transition from School to Work

Your children will be faced with many decisions as they move through their school years. As a parent, you have the opportunity during this time to be involved with your children and provide them with the support they need to make informed choices regarding their future. To help your child be successful, you need to be aware of the process that prepares him/her to make the transition from school to work.



Academics are the subjects students take throughout their educational career. It's important to show students how these academic subjects help prepare them for work.

In Grades K–6, *career awareness* helps students understand the role of work, one's own uniqueness, and basic knowledge about clusters or groups of different occupations.

In Grades 7 and 8, *career exploration* is stressed. Students discover how their individual interests, abilities, values, and needs fit into the world of work by exploring jobs through hands-on career assessment, career videos, job shadowing, career mentoring, or actual job experience.

Starting in Grades 8 and 9, students must begin to map out the courses they wish to take in high school and beyond. The 6-Year Plan of Study is a planned, coherent sequence of courses, four to six years in duration, leading to or supporting a career major.

In Grades 9–14, students shift their attention to *career preparation and application*. This phase helps students acquire specific preparation, including the development of occupationally specific skills, the application of academic theory to real work situations, and the mastery of workplace basics. Preparation for the transition to additional education, the workplace, or both is essential at this stage.

The school-to-work model leads to success in the workplace. In today's world, it is essential to maintain employability by demonstrating competence in problem-solving, personal management, interpersonal skills, communication, teamwork, and transference of technical knowledge by continually acquiring high-demand workplace skills and by exhibiting innovation and flexibility. As a parent, your understanding of the process of career development, career awareness, career exploration, and career planning and preparation is crucial. This process is developmental in nature. Each stage builds upon the skills and experiences previously acquired. This process, when followed diligently with your help, can lead to the ultimate goal of success in the workplace for your child.

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Things I Can Do as a Parent:

Grades 6 & 7

- ❑ *Attend school orientation activities.*
- ❑ *Tour building.*
- ❑ *Know types of career exploration opportunities available.*
- ❑ *Know and understand discipline codes.*
- ❑ *Check meal cost/arrangement.*
- ❑ *Check transportation/bus schedule.*
- ❑ *Attend parent/teacher/student conference.*
- ❑ *Know when grade reports are available.*
- ❑ *Understand how to contact teachers and school counselors.*

My child's current career/occupational interests:

6th _____ *7th* _____

8th _____ *9th* _____

My child's favorite classes:

6th _____ *7th* _____ *8th* _____ *9th* _____

_____ _____ _____ _____

Grades 8 & 9

- ❑ *Attend school orientation activities.*
- ❑ *Know what classes my child is in — maintain contact with teachers and school counselor.*
- ❑ *Know opportunities for taking an interest inventory for career exploration.*
- ❑ *Attend parent-school conferences to develop a four-year plan of study that relates to my child's career goal.*
- ❑ *Ask about opportunities for vocational-technical courses that offer college credit and relate to my child's career goal.*
- ❑ *Discuss long-range career plans and education pathways such as Tech Prep, college prep, military, vocational education, and potential combinations.*
- ❑ *Know graduation requirements.*
- ❑ *Know what test scores mean.*
- ❑ *Know about Tech Prep and advanced placement courses.*
- ❑ *Reinforce that good attendance in school ties directly to getting a good job and that effort relates to good grades.*
- ❑ *Know and follow attendance, tardies, and grading policies.*
- ❑ *Know homework hotline number.*

Parenting Skills and School Involvement

- Discuss and set limitations. Identify responsibilities at home.
- Encourage good study habits.
- Assure regular and consistent time for homework.
- Maintain regular contact with school staff.
- Get to know your children's group of friends and their parents/guardians.
- Talk to your children about your work and how you use academic skills each day.
- Discuss education related to occupations.
- Take your children to your work to see your job setting.
- Praise efforts toward work as well as accomplishments in and out of school.
- Stress the importance of education.
- Encourage and discuss good work habits.
- Encourage involvement in a variety of hobbies and activities.
- Participate in parent-teacher conferences.
- Understand the skills children will need to develop for success in tomorrow's workplace.
- Encourage exploration of all kinds of career options, including nontraditional ones.
- Encourage part-time or volunteer work experiences.
- Provide money management opportunities.
- Discuss household budget.
- Model the skills and attitudes you want your children to acquire.
- Set curfew time according to age and maturity level.
- Encourage your children to read with you each day.
- Talk to other parents about expectations.
- Don't believe "everyone else gets to."
- Help your children manage their time.
- Attend your children's school activities.
- Stress the importance of doing their best at school.
- Listen and understand when failure occurs, and turn it into a learning experience.
- Recognize that unusual behavior is not uncommon at this age.
- Assume responsibility for regular attendance at school.
- Emphasize respect for all forms of authority in school and out.
- Emphasize respect for property of self and others.
- Become familiar with community resources/special services.

Special Notations Regarding My Child

Areas of Strength	***Areas for Improvement***

Administrator/Teacher/Counselor Conference Notes

SG-D13717

OKLAHOMA School-to-Work SYSTEM

Parent's/Guardian's Information File

For Senior High School

School Name _____

School Address _____

_____

_____

Building Principal _____

School Phone _____

Attendance Office Phone _____

Guidance Office Phone _____

Use this Folder to Keep:

- ☐ List of Teachers
- ☐ School Activities Calendar
- ☐ Career Aptitude Test Results
- ☐ Awards Received
- ☐ Class Schedule
- ☐ Dates for College Entrance Exams and Scholarship/Financial Aid Applications
- ☐ Four- to Six-Year Plan of Study
- ☐ Career Interest Inventory Results
- ☐ Grade Reports
- ☐ School Correspondence
- ☐ Copies of Completed Applications (colleges, technical schools, etc.)
- ☐ School Insurance Documents
- ☐ Immunization Records/Athletic Physical
- ☐ Parent-Teacher Organization Information
- ☐ List of Organizations/Clubs (in/out of school)
- ☐ Test Results
- ☐ School Handbooks/Newsletters
- ☐ Copies of Appropriate Community Resources/Special Services Applications
- ☐ List of Paid and Unpaid Jobs Held and Employer Names, Addresses, and Dates of Employment
- ☐ Copy of Current Resume

Understanding the Process to Help My Child Make a Successful Transition from School to Work

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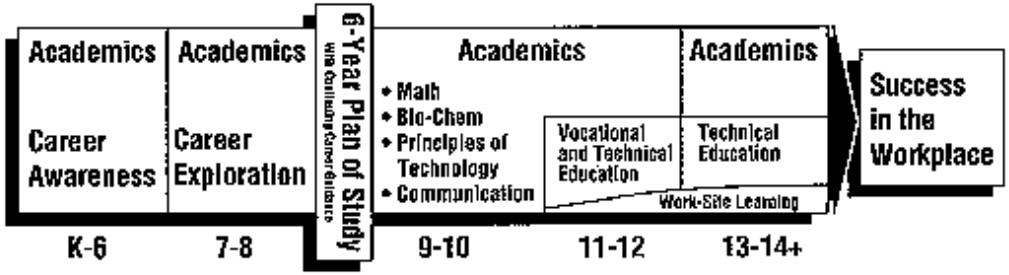

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Listed below are activities by grade level that are suggestions for your son/daughter to complete. They will help you as you monitor progress in school, prepare for graduation, and look at next steps relative to career and educational choices.

Things I Can Do as a Parent:

Grade 9

- ☐ Develop a systematic four- to six-year plan of study for high school that will prepare my child for a program leading to a career that fits his/her interests.
- ☐ Know child's teachers and school counselor.
- ☐ Discuss career plans/options with my child using Oklahoma Career Search and/or other assessment information and data.
- ☐ Review and understand the necessary requirements for high school graduation.
- ☐ Review, change, and approve my child's 10th-grade plan of study. .
- ☐ Know opportunities for vocational-technical education, Tech Prep, and cooperative/ concurrent enrollment with higher education.
- ☐ Know availability of vocational student organizations and other leadership development clubs.
- ☐ Stress the necessity of staying in school and getting a high school diploma.
- ☐ Know homework hotline number.
- ☐ Know grading periods and when to expect report cards and progress reports.
- ☐ Understand different types of high school diplomas available and their requirements.
- ☐ Understand/become familiar with community resources and special service providers.

Tentative Career Choice _____

Grade 10

- ☐ Review my child's test results and how they relate to the four- to six-year plan of study.
- ☐ Check at my place of employment for available employer-related scholarship information and other sources of financial aid.
- ☐ Attend career fairs and college fairs with my child.
- ☐ Schedule a tour of the area vocational-technical school.
- ☐ Know degrees available at community colleges.
- ☐ Know about articulation agreements between vo-tech and community colleges.
- ☐ Clarify and reinforce with my child the necessity to make a commitment to post high school plans.
- ☐ Know requirements for vo-tech school, college, military, and apprenticeship admission.
- ☐ Know dates to apply for financial aid.
- ☐ Review, clarify, change and/or approve my child's 11th-grade plan of study.
- ☐ Know child's teachers and school counselor.
- ☐ Know homework hotline number.
- ☐ Request a career interest inventory be done for career planning.
- ☐ Ask about the availability of career aptitude tests for career planning.
- ☐ Know requirements to qualify for special services through local and state service providers.

Tentative Career Choice _____

Grade 11

- ☐ Check on college entrance test dates and registration (PSAT, ACT, SAT, SCAT).
- ☐ Review four- to six-year plan of study and other information with my child.
- ☐ Review information related to long-term career plans.
- ☐ Review with my child specific entrance requirements for postsecondary training programs that my child may wish to attend at area vocational-technical schools, apprenticeship programs, and/or colleges and universities.
- ☐ Review graduation requirements and be certain the appropriate credits are being obtained.
- ☐ Check on financial aid and scholarship opportunities.
- ☐ Know dates for financial aid application.
- ☐ Review, clarify, change, and/or approve my child's 12th-grade plan of study.
- ☐ Know child's teachers and school counselor.
- ☐ Know requirements for military academy admission.
- ☐ Know requirements for military enlistment programs.
- ☐ Apply for special services through appropriate local and state service providers.

Tentative Career Choice _____

Grade 12

- ☐ Check due dates on scholarships and other sources of financial aid. Recheck graduation requirements.
- ☐ Pick up various forms related to obtaining financial aid (scholarships, student loans, grants, etc.) by November.
- ☐ Attend presentations related to scholarships and financial aids offered by the school.
- ☐ Know child's teachers and school counselor.
- ☐ Complete all financial aid forms as soon as possible.
- ☐ Complete necessary applications as soon as a decision has been reached relative to which postsecondary training institution my child will be attending.
- ☐ Check child's completed applications, resume development, and interviewing skills.
- ☐ If your child has special needs, involve appropriate service providers in the transition planning process.

Career Choice _____

Financial Aid Information

Financial Aid Information

Paying for postsecondary training is primarily the responsibility of the student and his or her parents. But for families without the necessary resources, various forms of financial aid are available to help defray the cost of postsecondary training. Financial aid is available through federal and state programs as well as foundations, unions, institutions, and community organizations.

Paperwork may seem endless, but don't give up. Pursue all possibilities. The guidance office has information on many sources of aid but cannot possibly contact all students to see if they qualify. Students must take responsibility to come to the guidance office, seek information, and be prompt in completing the necessary forms and applications.

If a student is applying for a Federal Pell Grant, Federal Supplemental Education Grant, Guaranteed Student Loan or Federal College Work-Study Program, the appropriate financial aid forms must be completed and necessary information sent to the selected postsecondary training institutions.

Types of Financial Aid Available

1. Scholarships: Apply directly to the Financial Aid Office at the selected college or university. Each institution has a variety of scholarships that are granted annually.

   Military Scholarships: Scholarships for one, two, three, or four years are available. Ask your high school counselor for more information.
2. Student Loans: Repayment, including interest, begins after a student graduates or leaves school.
3. Parent Loans: Repayment, including interest, begins within 60 days of the day the loan is disbursed. Loan applications are obtained from the college financial aid office or from a participating lender.
4. Grants: Federal Pell Education, Federal Supplemental Education Opportunity Grant, Guaranteed Student Loan, and Federal College Work-Study Program, Oklahoma Learning Access Program.
5. Work-Study: Federal College Work-Study Program.

Scholarship Guidelines

1. Students should strive to earn the best grade possible and to build a strong academic record beginning with their freshman year.
2. Participation in extracurricular and community activities are important for scholarship consideration.
3. Defined area of interest, which has been illustrated through course selection as well as extracurricular activities, is considered in many scholarship awards.
4. Students should pursue all possibilities in gaining financial aid.
5. Some scholarships are based strictly on financial need and that information is obtained when the student files financial aid forms.
6. Many excellent scholarships to two-year colleges are available through vocational education courses and vocational student organizations.

Types of Scholarships

Academic: students who rank in the top 25 percent, 10 percent, or 5 percent of their graduating class.

Intended Field or Major: awarded to those students who plan to major in a specific area, i.e., medicine, teaching, engineering, art, etc., and meet other academic criteria.

Athletics: scholarships available to men and women in all scholastic sports.

Religious Affiliation: Knights of Columbus, Aid Association for Lutherans, etc.

Parents' Place of Employment: scholarships granted by companies or businesses to students of their employees.

Minorities: scholarships available for all minority students.

Service Clubs/Organizations Awards: usually combine scholastic, leadership, and citizenship criteria.

Vocational/Technical Awards: available to those students pursuing a career in a vocational-technical area.

96-011717

For more information, contact your high school guidance department.