This document can be used by students and adult education staff to track student planning and progress. This document is meant to be a working document and information can be edited and added as needed.

Student Information

Student name:

Date completed orientation:

Class assignment:

Teacher contact information:

Date completed 12 hours of attendance:

**Attendance Checkpoints**

Total attendance hours after 60 days of enrollment:

Total attendance hours after 90 days of enrollment:

Other attendance notes:

**Educational Assessment**

TABE  CASAS  BEST  BEST Plus 2.0

* Pre-test date:
* Result (include NRS level):
* Other notes:
* Recommendation:
* Post-test date:
* Result (include NRS level):
* Other notes:
* Recommendation:

**Career Assessment(s)**

* Type of assessment:
* Result:
* Other notes:
* Recommendation:

Educational Goal(s)

* **Educational Goal**
  + Short term:
  + Long term:
  + Other notes:
  + Date completed:

Personal Goal(s)

* **Self‐Exploration** 
  + Needs assessment:
  + Results:
  + Other notes:
  + Date completed:

Career Goal(s)

* **Occupational Exploration** 
  + Occupation of interest:
  + Methods of identification:
  + Date completed:
* **Postsecondary Education Planning** 
  + Degree or certificate program identified:
  + Established steps:
  + Meeting and planning for costs:
  + Other notes:
  + Date completed:

**Barrier Support**

Barriers identified:

* **Internal Referral(s)**
  + To:
  + Date:
  + Reason:
  + Result:
* **External Referral(s)**
  + To:
  + Date:
  + Reason:
  + Result: