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: