Instructions to prepare to meet with your high school counselor and complete most of the September Assignments:

1. Schedule a date and time to meet with your high school counselor for half an hour (enter date and time in agenda below and plan to arrive 5 minutes early).

2. Request a copy of your high school transcript and official class schedule before the meeting.
   Use your transcript to complete your four year plan and your class schedule to set goals for the grades you will earn this semester.

3. Complete the My Four Year Plan College Bound Four Year Plan using your high school transcript and your current class schedule before the meeting.

Sophomore/Career Counselor Meeting Agenda

Prepare to bring and ask for help on the following:

   a) Obtaining a copy of your HS transcript
   b) Help completed My Four Year Plan (3 pages)
   c) ask about signing up and taking the PSAT

Things to discuss during the meeting with your counselor:

- Ask your counselor if you are eligible to take Honors and/or Advanced Placement classes. If the answer is no, find out what you can do to make that possible?

- Request to your counselor to keep you in mind when opportunities arise.

- If you go to one of these high schools: Coconino, Flagstaff, Greyhills, or Holbrook ask your counselor to register you for the PSAT exam and what date it will be offered at your school in October. You should be interested in this test because for $15 you can determine a lot about yourself and you can retake the exam for free next year as a junior if you request a fee waiver. The NMSQT is a national merit scholarship that you won’t want to miss competing for and the SAT will have similar questions to the PSAT.

- Ask your counselor to give you an Official Student Guide to the PSAT/NMSQT and “Google” PSAT to find sample questions.

- Ask the counselor to help you complete your four-year plan and sign it. If your school has a different form get a copy of it with your counselor’s signature and submit it instead of the four year plan. (You will still need to submit “Page 1 of the Four Corners Four Year Plan and a copy of your schools Four Year Plan”).

- Ask your counselor about clubs and other volunteer opportunities. Find the contact information and the best time to contact people and write it down to help you make it happen.

- Politely inquire if your counselor would be willing to help you scan your assignments and send them as an e-mail attachment for you during your academic year. Please let your 4C advisor know if YES they can or NO they cannot, so we can anticipate any problems you may have in turning in your assignments.

- Thank your counselor