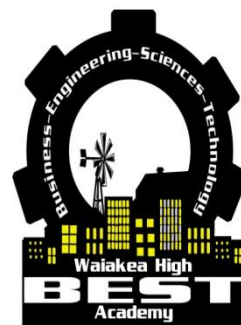


Waiakea High School BEST Academy Personal Transition Plan (PTP) Checklist



Student Name:			
Advisory Teacher:			
BEST ACADEMY REQUIREMENTS			
10 th	11 th	12 th	
			Academy Intake Form
			Personal Statement/Essay: Brainstorm (10 th), Draft (11 th), Final (12 th)
			Post-Secondary Plan: Draft (11 th), Revise (12 th)
			Professional Resume': Draft (11 th), Revise (12 th)
			PTP/Senior Project & Senior Showcase Consent Form (Signatures Required)
OPTIONAL PTP ITEMS			
10 th	11 th	12 th	
			PSAT/SAT/ASVAB/COMPASS/ACT Scores
			Workplace Readiness Rubric
			Interest Inventory (yearly)
			High School Course of Study
			Job Applications
			College Research & Applications
			Cover Letters & Thank you Letters
			FAFSA
			Scholarships
			Letters of Recommendation
			Networking List
			Achievements (updated yearly)
			Field Trips/Guest Speaker Information
			Internships/Co-op Evaluations & Experiences
			Senior Project Career Research Paper
Date Completed:			
Advisory Teacher's Signature:			