

# HSBP Directions and Check off list for EOP and Running Start Students

## Students -

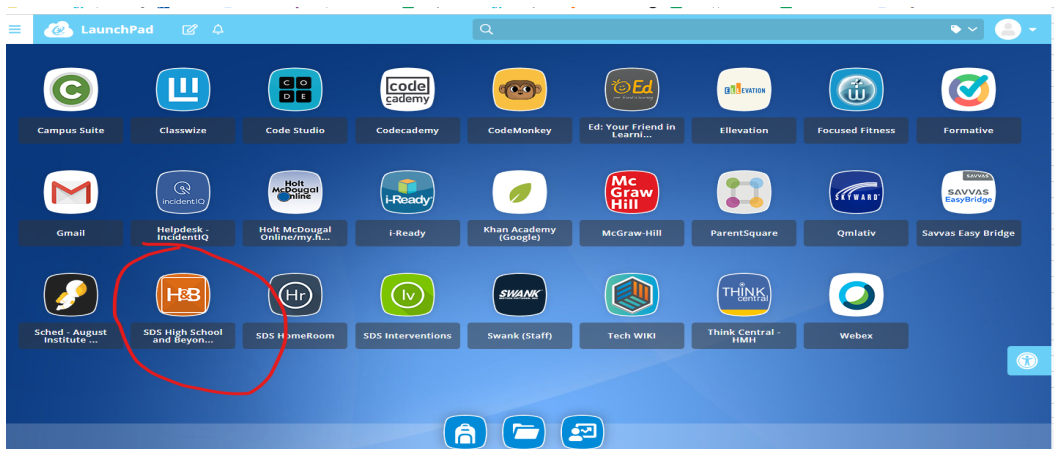
- On this page (front and back) are the requirements to complete your HSBP.
- This needs to be updated and done every year - **mostly through the SDS application found on the Classlink window.**
- Your EOP teacher will answer questions you have. This is due by April 15th.
- When you have completed the checklist, please turn this form in to your teacher or counselor so they can check your work and mark you as complete.

## Staff-

- When this document is turned into you, please check the work and send Tom McRae an email stating a student has completed their HSBP

Student Name and ID number : \_\_\_\_\_

- Task 1** - Complete a Career Survey and Heart three career choices of interest
- Log into the SDS application in Classlink window it is **orange** in color



- Click on the **Career Planner** tab on the left
  - A new window opens, click on the **Learn About Myself** tab and choose **Overview** in the drop down menu.
  - This opens the career survey section - Sophomores take Preferences test - Juniors take Interests test and Seniors take Skills test - start the test by clicking on ATTEMPT
  - When done your results will appear. By clicking on those results you can look at careers that connect best with your interests
  - Click on those careers for information including salary, requirements, training, work environment, etc. Use the Dig Deeper tool to explore careers.
  - Once you have explored careers - click the heart on the 3 careers you like best.
- Task 2** - Reality Check
  - Log into the SDS application in the Classlink window
  - Click on Career Planner tab on the left
  - Click on Reality Check then on Introduction in the drop down menu

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- Start the reality check by clicking on the **yellow** Location button. Then follow the directions to complete the Reality Check. You can use the NEXT tab on the right hand side of the screen to move on. Check your results and compare monthly expenses to the careers you are interested in from Task 1.
  
- Task 3 - Resume**
  - SDS has a resume builder application in it.
    - If you already have a resume, you may use that instead.
  - If you need to build a resume you may use any online format or use the SDS resume builder.
    - For the SDS Resume Builder
      - Open SDS by clicking the orange button in classlink.
      - Then open the “Career Planner” portion of SDS
      - On the left click on **Assemble my Portfolio**
      - In the middle of that page is Experiences, Recognitions, Compositions and Goals.
        - Click on each of those and enter in information. You do not need to have “Stuff” in each segment. But as much info as possible.
      - You may add information to this area at any time.
      - At the top of the page is a **resume** drop down. Click on that and then click print resume.
        - At that point you may choose a variety of formats, choose your favorite and print it out.
  
- Task 4 - Financial Aid Information**
  - Open the orange SDS button in classlink. Then open “Career Planner”
  - On the left hand side menu choose Financial Information. Read over the information there, then take the survey - Click on Launch Survey to complete this task.
    - Feel free to work in groups or to have another window open with this information as you may need to go back and look up facts for the answers needed in the survey.
  
- Task 5 - Choosing Graduation Pathway/Complete the HSBP**
  - Open orange SDS in classlink
  - Click on 4-Year Plan or **4y** in the upper left hand menu.
  - On the left click on Four Year Plans - then click on Create Plan in the drop down menu
    - This will open up a page for the student to complete. This will include choosing their graduation pathway.
    - Remember - Students have 7 choices for their graduation pathway. They must meet those requirements. This includes - (1) Passing English and Math SBAC, (2 and 3) passing ACT or SAT, (4) taking and passing the ASVAB, (5) taking and passing college level Math and English, (6) Passing AP classes with C+ or better in English and Math and (7) Taking 2 credits of approved CTE courses.
    - Students need to fully complete this page, not just choose a Graduation Pathway.

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