

Monday, May 18th

Advisor Agenda – 9th and 10th Grades

1. Read Daily Bulletin
2. Please read the following to your advisees

The following career related learning activities are required to pass advisor. If you do not complete these activities you will be given an Incomplete for advisor for the year and you will need to do the missing activity plus a makeup assignment next year. If you do not pass advisor you will not earn your .50 career credit required for graduation.

 1. 9th grade – Career Center Activity, Resume, Exploring an Occupation, Career Paper
 2. 10th grade – All of the 9th grade activities plus, Career Shadow Reflection, Micro Skills Assessment, Updated Resume

*If they have questions or need help direct them to Louanne Collins or Kip Carlson in the Career Center D18 757-5813.
3. Career Activity – Who is missing what and will they be passing advisor?
 - In your box you will find two CRL spreadsheet printouts. Please share these with your advisees so they can check on if they have been marked Done, Inc., or blank for each of the required career related learning activities. If they are marked Inc. they probably have directions written on that activity (in their advisor folder) and they need to make the changes and turn it in again.
 - Please encourage them to write down what they are missing and to complete it ASAP.

Advisor Agenda – 11th Grade

1. Read Daily Bulletin
2. Career Activity – Mock Interview/Career Fair
 - First, in your box you will find Mock Interview/Career Fair evaluations printed on half sheets. Please have your advisees fill them out. When they are finished collect them and return them to my box.
 - Next, in your box you will find the paperwork your advisees turned in for the Mock Interview/Career Fair. Please hand these back to the students and allow them time to look over their interview evaluations, resumes, and reflections. At the end of the advisor period, if they do not need to make any changes, please place their paperwork in their advisor folders.
 - Last, in your box you will find two CRL spreadsheet printout please share these with your advisees so they can check on if they have been marked Done, Inc., or blank for the Mock Interview/Career Fair activity. If they are marked Inc. they probably have directions written on part of their packet and they need to make the changes and turn in again.
 - If they missed a portion of the activity they need to stop by our office and pick up a makeup assignment for that portion. If they missed the entire Mock Interview/Career Fair they will need to make arrangements with us to attend during their senior year.

Advisor Agenda – 12th Grade

1. Please put a sign on your door directing seniors to the auditorium for Advisor today. Cherie has a presentation and message to deliver to the seniors. We need you to attend the assembly for supervision purposes.
2. Denise is preparing the senior clearance forms for today's Advisor as well. On Friday you will find a stack of clearance forms in your mailbox. Please bring these forms to the auditorium to hand out to your seniors. They will have names printed on them, so you can use them for attendance purposes.

Any clearance forms that are not handed out on Monday must be return to Denise ASAP so she can put them in the mail.