

MIDDLE SCHOOL CAREER DAY

8TH GRADE COUNSELOR

1. Five months before Career Day, prepare student roster to give to COIN Technical Director, in the following format (First Name, Last Name, Student ID#, and Grade). Also, get student roster to Data Base Committee to assign students to breakout speaker rooms.
2. Four months before Career Day, give the data base committee the initial 8th grade student class roster.
3. Monthly, provide the data base committee with any add/drop data on 8th grade students. It is **very important** that this is updated monthly.
4. Three months before Career Day, contact the lead high school counselor at feeder high schools and make them aware of your upcoming Career Day. Extend an invitation for them to attend.
5. Three months before Career Day, provide the Tech Ed/Clubs & Organizations steering committee with the information regarding who they need to contact at feeder high schools. Clubs & Organizations steering committee will make the necessary arrangements for the appropriate attendance for the Career Day Fair in the gym.
6. One month before Career Day, provide the co-chairs with the 4 x 4 Graduation Plan so that it can be copied for student folders.