

TRANSITION PLAN

CHECKLIST – ITEMS TO BE COMPLETED

Name: _____

MAKE SURE YOU COMPLETE ALL ITEMS IN EACH PACKAGE
(Incomplete packages will be returned to completed and resubmitted)

Who am I?		OK?	Section Completed
Career Cruising	Questions / Paragraph Complete		
Skills	Table		
	6 Skills with Examples (see chart on back of task)		
Resume	Proper Format & Current Content		
Cover Letter	Proper Format & Current Content		
Health Plan	Eating, Activity, Exercise and Stress		
Activity Log – Grade 11	150 Minutes per week What where and how		
What will I do?			
What will I do?		OK?	Section Completed
Detailed Plans	Explain in detail what you will do		
Career Training	Career exploration and Required Courses		
Forms	2 completed work or school applications		
Budget	Completed and Explained		
How Will I Get There?			
How Will I Get There?		OK?	Section Completed
Work	30 Hours of work / Volunteer		
	Write-up of skills used		
	Explanation of Community Connection		
Activity Log – Grade 12	150 Minutes per week What where and how		Y / N
PRESENTATION	Completed?		
Presentation / Exit Interview / Panel Presentation		Y	N

TRANSITION PLAN

Section 2 – WHAT WILL I DO?

Name: _____

Detailed Plans

Complete Y / N

Answer all of the questions below IN DETAIL (you might want to do this part last)

1. Write a short summary of your future plans.

- Explain what you plan to do, and WHY you are choosing this path
- If you are not sure what you will do, describe your options

2. What specific skills do you need to develop after graduation to reach your goals?

Courses, Volunteering, Skills - What is the process you will follow to get there?

If you have a variety of plans, explain them ALL!

3. What skills will you have to develop in the next 10-15 years to keep up in your area of interest?

- Refer back to your skills in Section 1, to explain your choices for the future

4. What roles will the following play in your reaching your goals:

- Family - emotional & financial support, housing, etc.
- Friends - hobbies, sports, mental support, shared housing, etc.
- Work - finances, experience and change of pace
- Leisure - activities, sports, etc (see your healthy living plan)
- Education - How will you have to train, develop and keep current.

TRANSITION PLAN

Section 2 – WHAT WILL I DO?

Name: _____

CAREER TRAINING – Explore Your Options

Complete Y / N

RESEARCH YOUR OPTIONS

- Use the internet to find information
- PRINT what you found for future use.

ATTACH YOUR RESEARCH AND WRITE YOUR ANSWERS:

What TRAINING is required for your career of choice?
WHERE can you complete the required training – list more than one possibility
What courses / preparation do you have to complete to qualify for training? (required Courses):
What have courses have you completed so far (including Grade 11 & 12) to get you there?
Will you have all the courses you require, or will you have to do something specific as your next step?
What school and community activities have and will support you in achieving the job options you explored?
Evaluate the information you collected, based on clarity of information, relevance and quality of site / resources. - Reflect on the quality and usefulness of the information

TRANSITION PLAN

Section 2 – WHAT WILL I DO?

Name: _____

Budget

Complete Y / N

Complete the Budget and make sure it matches your Detailed Plans you wrote about

- Alternately, complete the financial planning tool from the school you applied to and print it out to submit.
- There are also financial Calculators for students on Bank websites.

Income

List the income you expect to have over the 12 month period following High School
(Don't include Scholarships, loans or gifts)

Income after deductions	<input type="text"/>	1
Income from investments	<input type="text"/>	2
On-going support from family	<input type="text"/>	3
Total Income	<input type="text"/>	A (A=sum of 1-3)

Expenses

List the expenses you expect to have for the 12 month period after leaving high school.
Enter any amounts that will apply

Fixed

Housing	<input type="text"/>	10
Car Payments	<input type="text"/>	11
Utilities (gas, electricity, water)	<input type="text"/>	12
Communications (Cable, Phone, Cell)	<input type="text"/>	13
Insurance		14
Car Payments	<input type="text"/>	15
Home or contents (if renting)	<input type="text"/>	16
Total Fixed Expenses	<input type="text"/>	B (B=sum of 10-16)

Variable

Groceries (About \$200/month)	<input type="text"/>	20
Eating out	<input type="text"/>	21
Houshold (Cleaning, furniture, etc)	<input type="text"/>	22
Computer & accessories	<input type="text"/>	23
Health Care (Dental, Glasses, drugs)	<input type="text"/>	24
Transportation (Car costs \$2000/year)	<input type="text"/>	25
Public Transit \$720/year	<input type="text"/>	26
Clothing	<input type="text"/>	27
Personal Care (Toiletries, laundry)	<input type="text"/>	28
Recreation (movies, DVDs, clubs, etc.)	<input type="text"/>	29
Travel	<input type="text"/>	30
Tuition fees (\$4000 to \$6000 / year)	<input type="text"/>	31
Books, supplies (\$500-\$1000 / year)	<input type="text"/>	32
Total Variable Expenses	<input type="text"/>	C (C=sum of 20-32)

Total Expenses

D (D=B+C)

WILL IT WORK OUT - Balance Sheet

Assets

List money you have saved, or money you expect to have when you leave High School from your own jobs or from your family. Enter any amounts that apply.

My Savings	<input type="text"/>	50
My Investments	<input type="text"/>	51
Scholarships	<input type="text"/>	52
Student Loans	<input type="text"/>	53
RESP in my name	<input type="text"/>	54
Contributions from family and Friends	<input type="text"/>	55
Other	<input type="text"/>	56
My total assets	<input type="text"/>	E (E=sum of 50-56)

Debts

List any debts you will be responsible for

My credit card balances	<input type="text"/>	60
My student loans (the money I'll owe)	<input type="text"/>	61
My Car loan	<input type="text"/>	62
Bank Loans	<input type="text"/>	63
Debts to Family	<input type="text"/>	64
My total debts	<input type="text"/>	F (F=sum of 60-64)

My Net worth **G (G=E-F)**

Enter the information from the above calculations.

The year after school:

Income	<input type="text"/>	From A
Expenses	<input type="text"/>	From D
Difference	<input type="text"/>	H (F=A-D)

Will you have to use savings?

My Net Worth	<input type="text"/>	From G
Number of years of study	<input type="text"/>	I
Available funds to meet shortfall each year	<input type="text"/>	J (J=G/I)

BALANCE **K (=J-H)**

If K is still negative, you need to alter your plans!

Complete all the fields that apply to you and see if your plan can work out.

Makes some changes if it does not!

Print and Submit as part of your Transition Plan

Make sure the budget matches up with your plans!

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Section 2 – WHAT WILL I DO?

Name: _____

FORMS

Complete Y / N

- Attach 2 **completed** Forms
- - Applications for work
 - If using online applications, include FULL application not just page 1
 - College / University Applications
 - Registration confirmation pages are OK
 - Scholarship Applications
 - Think of what might be useful to you in the future!