

12th Grade Advisory Task Completion of ILP

Finalize 4 year Plan

1. Review 4 year plan on Family Connections.
2. Log on to the district website (www.isd12.org)
3. Use the drop down under “Schools” and click on “High School”
4. Click on “Family Connection” on the lower left corner of the HS opening page.
5. Enter your student ID as the User Name and your 6 digit birthday as the password.
6. Look at tabs at top of the page. Click on “courses” tab. Under “my course plans”, Click on “manage my course plans”.
7. Click on your current draft plan and update with courses you have taken previous years and courses you will take senior year.
8. Look back at your courses and review your plan. Think about what courses went well, prepared you for after high school and what courses were changed from your plan.

RESUME WRITING INSTRUCTIONS FOR FAMILY CONNECTION/NAVIANCE

1. Log on to Family Connections as stated above (steps 2-5).
2. Look at the tabs across the page. Click on the “About Me” tab. Under the first column, click on “resume.”
3. You will be using the drop down menu called “Add a new entry” to build your resume.
4. Click on “**Objective**” from the drop down menu. Your objective should be a simple sentence stating your employment goals. Example: “Seeking an

entry level position in the field of engineering.” Click on “Add to resume” when complete.

5. Click on “**Education**” from the drop down menu. Enter “Centennial High School, Circle Pines, MN”. Under “Degree/grade level, enter “High School Diploma”. Enter start date and “to present”. In the text box type “GPA” followed by your current GPA. Click on “Add to resume.”
6. Click on “**Work Experience**” from the drop down menu. Enter requested information. Click on “Add to resume.”
7. Click on “**Volunteer Service**” from the drop down menu. Enter requested information. Click on “Add to resume.”
8. Click on any other categories from the drop down menu which apply to you and fill in the requested information. Click on “Add to resume” after completing each category.
9. The final entry should be “**References.**” **Students must include 3 references**. You will need to click on “References” three times to enter the required three references. Enter the contact information for each person you select as a reference and click on “Add to resume” after each one. References could be a teacher, coach, minister, supervisor at work, counselor or adult neighbor or friend of the family. References should not be a relative or someone your age. If you are using a teacher or counselor from the high school, use the high school address and phone number.
10. When you are finished, click on “Customize Your Printable Resumes” and then “create a new print format.” Type in your name in the text box, click either “style 1” or “style 2.” Click “include references.” Click on all of the open boxes to place a check mark in all of the areas to include on your resume.
11. Click “Save and Close”

Reflection Survey

1. On Family Connection, Click on the “About Me” tab across the top
2. On the far left margin under “Surveys to Take”, click on “view all surveys”
3. Click on “senior reflection advisory task” and complete the survey

12th Grade Advisory Task:

After completing the resume, seniors must go on Family Connection and fill out the “senior reflection advisory task” found under the “about me” tab in the left margin to receive credit. Paper copies are no longer needed for credit unless a student is making up a task from a previous year.

