

**Summer:**

- Ask administrative assistant to order supplies
- Make sure there is a bin for every Jr. & Sr. homeroom teacher
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**September:**

- SEIP Team meet first week of school prior to Homeroom Committee
- Finalize all SEIP dates on [Early Grad](#) and [Regular Grad](#) timelines
- Work with Homeroom Committee to place SEIP activities on HR Agenda. Use previous school year's HR Agenda for guidance and pacing
- Work with tech dept. to get due dates uploaded into IC

**October:**

- Work with Homeroom Committee to place SEIP activities on HR Agenda
- District Administrator Finds community & school volunteers to assist with Early Grad presentations in January (have to wait until we know who Early Grads are & Board approval)
- Reserve 1 conference room just in case for students who may need privacy
- Reserve Tables & Table clothes based on number of Early Grads.
- Order T-bird bags for transporting the portfolios based on number of Early Grads
- Early Grads--Personal Experience Statement, Resume, School Selector, Matchmaker, Personality Style, Mission Complete, and 4 Artifacts Due. For 2019-20 SY due date is 10/24/19.
- Regular Grads--Personal Experience Statement and School Selector Due

**November:**

- Work with Homeroom Committee to place SEIP activities on HR Agenda
- Confirm all volunteers - "Save the Date" email

**December:**

- Work with Homeroom Committee to place SEIP activities on HR Agenda for regular grads
- Early Grads portfolio due mid-December. For 2019--December 13th.
- Order bottles of water from cafeteria manager
- Order pastries from FCE or local bakery
- Send a "training" email regarding protocol, how the day is run, the 5 questions to the staff who volunteered
- Ask Bernie or office staff to print out color SEIP certificates (attach link)
- Order BSD pens for the interviewers
- Set a date for a Senior Training for preparation (during Enrichment)
- Order small flower vases for the \_\_ interviewer tables and refreshment table (local floral store)
- Order coffee for the refreshment tables (local coffee place)
- Print name tags for volunteers
- Print name placards for each interviewer's place setting

- Ask Ellen Wieland for the \_\_ silver tablecloths
- Print Senior Exit Slips to give to students
- Set a date for a Senior Training for preparation (during Enrichment)
- Copy/create a CICO sheet for portfolio previews (to have in Student Services)
- Color copies of: Student Feedback Sheet ([link](#))
- Color copies of: SEIP Evaluation Form for Interviewers ([link](#))
- Color copies of: School Improvement Feedback Sheet ([link](#))

## January:

For Early Grads:

- Interviews are conducted on a Wednesday afternoon from 2-4p.m. the week prior to the last week of the semester. For 2019-20 SY the date is January 15th.
- Custodians set up \_\_ 4x6 rectangle tables and \_\_ chairs. (use a Work Order & Schematics)
- Set up the student debriefing room (Chromebooks [and the Google Form](#))
- Coordinate a bell chime as a 3 minute warning for interviewers to wrap up

For Regular Grads:

- District Administrator finds 50 community & 50 school volunteers
- Reserve 2 conference rooms in ACP for students who need privacy
- District administrative assistant reserves 50 tables & table clothes
- Work with Homeroom Committee to place SEIP activities on HR Agenda

## February:

- Confirm all volunteers - "Save the Date" email
- Order school mascot bags for transporting the portfolios

## March:

- Assign Final Reflection Paper
- Release video/have students create a Career Cruising Share Sheet
- Final Artifact Collection
- Order bottles of water from cafeteria manager
- Order pastries from FCE or local bakery
- Determine the two, week-long windows that interviewers preview the portfolios

## April:

- Distribute Portfolios; have students assemble during ACT Aspire Testing
- **Portfolios due April 8th**
- Send a "training" email regarding protocol, how the day is run, the 5 questions
- Ask office staff to print out color SEIP certificates (attach link)
- Order school district pens for the interviewers
- Order small flower vases for the 50 interviewer tables and 2 refreshment tables (Blooms Unfold store)
- Order coffee for the refreshment tables (Coffee Bean Connection)

- Print name tags for volunteers
- Print name placards for each interviewer's place setting
- Ask district administrative assistant for the 50 silver tablecloths
- Print Senior Exit Slips to give to students
- Set a date for a Senior Training for preparation (during Enrichment)
- Copy/create a CICO sheet for portfolio previews (to have in ACP)
- Color copies of: Student Feedback Sheet ([link](#))
- Color copies of: SEIP Evaluation Form for Interviewers ([link](#))
- Color copies of: School Improvement Feedback Sheet ([link](#))
- Update the Google Form for the student debriefing time
- Create cues for lining up students for interview day
- As of due date, ask athletic director administrative assistant to pull all athletes names. They will be ineligible to participate until it is done.

**May:**

- Custodians set up 50 4x6 rectangle tables and 150 chairs. (use a Work Order & Schematics)
- Set up the student debriefing room (Chromebooks and the [Google Form](#))
- Coordinate a bell chime as a 3 minute warning for interviewers to wrap up