

Transition Plan Instructions

The Graduation Transition Plan (GTP) is worth four credits and forms part of the graduation requirements outlined by the Ministry of Education. Students who complete GTP receive RM (Requirements Met) on their transcript. The purpose of Graduation Transition Planning is to ensure students have a plan of action for life after high school. Students should be equipped with the resources and skills to

- research appropriate career choices
- pursue post-secondary education
- obtain gainful employment
- learn about the world around us
- manage finances
- maintain a healthy life style

WHAT YOU MUST DO:

1. Complete the documentation listed on the Transition Plan Checklist. You will find detailed instructions for each checklist item/assignment linked on the Graduation Transition Plan page of the Vic High website (student info/grad resources/grad transition plan).
 - documentation must be completed using a computer
 - all FORMS must be completed, legibly, in ink (no pencils please)
 - ensure that all FORMS are signed as indicated
2. This is a time to reflect on your high school years as those of learning and growth. The three **Learning & Growth** items to showcase should be accomplishments during this period (either inside or outside of school). They should be accomplishments you are proud of and from which you have learned significantly. Include a short written statement OR be prepared to discuss each piece – why you chose it, why it makes you proud, and why you believe it is evidence of your **Learning and Growth**.
3. Get ready to present your GTP documentation in a folder or binder, on a poster board or through digital images. Feel free to be creative, or keep it simple – your choice!
4. Present your GTP to the assigned person at the appointed date and time; your appointment time will be noted on your November report card. The presentation is a brief informal meeting (10 to 15 minutes) when you will share your documentation and your plans for life beyond high school.

**You will be assigned an appointment time to present your Graduation Transition Plan.
Look for your appointment date and time on your November report card.**



Transition Plan Checklist

ALL students must present the following:

- ___ Work Experience/Volunteer Time Log – proof of 30 hours (FORM)
- ___ Employer Evaluation (FORM)
- ___ Self Evaluation (FORM)
- ___ Career Research (relevant) _____
- ___ Cover Letter (updated)
- ___ Resume (updated)
- ___ Reference List (updated)
- ___ Personal Budget (new template)
- ___ Healthy Living Plan
- ___ 3 “Learning & Growth” items to showcase (see *Instructions* on reverse side)

AND

From the following chart, choose ONE path you will pursue immediately following graduation and provide BOTH items of documentation:

POST-SECONDARY	WORKING	GAP YEAR
Post-Secondary Research assignment OR proof of Application AND Scholarship Research assignment OR proof of Application	Employability Skills Worksheet AND Interview Preparation	Destination Research AND Itinerary

POST-SECONDARY NEXT YEAR?

WHICH INSTITUTION AND PROGRAM?

PSI DONE?

STUDENT EMAIL _____

STUDENT PHONE # _____