



Graduation Transition Plan

**FORMS, ASSIGNMENTS, AND GUIDELINES ARE ON THE VIC HIGH WEBSITE
UNDER THE STUDENT INFO TAB**

REQUIREMENTS:

1. STUDENT WORK EVALUATION

Work evaluation after 30 hours of paid or volunteer work:

Complete the top portion of the evaluation form. Your supervisor or manager must complete, sign, and date the evaluation portion AND staple his or her business card to the form.

2. CAREER RESEARCH ASSIGNMENT

Research a career that is relevant to your future career goals and answer all assigned questions; prepare using Microsoft Word or Google Docs.

3. RESUME and COVER LETTER

Provide an up-to-date, professional looking employment **resume** and **cover letter** that you will use in your job search after graduation. A variety of templates and samples are available online and in the Career Centre, or from your Career Life Education teacher.

4. PERSONAL BUDGET STATEMENT

Using Microsoft Word or Google Docs prepare a 400-500 word Budget Statement following the guidelines and prompts provided in the budget planning document.

5. SHOWCASE NIGHT ATTENDANCE – Wednesday, April 24

This is a *big kid* Show-and-Tell for accomplished, amazing, grown-up YOU... This is your night to shine and the spotlight's on YOU! The ideas sheet will help you prepare for SHOWCASE.

******* REQUIRED INFORMATION *******
(PLEASE PRINT)

STUDENT NAME _____

STUDENT EMAIL _____

STUDENT CELL # _____

POST-SECONDARY NEXT YEAR? _____ (YES/NO)

WHICH INSTITUTION AND PROGRAM? _____

STUDENT TRANSCRIPT REQUEST COMPLETED? _____ (YES/NO)