



HOW TO PLAN & CREATE A COLLEGE & CAREER READINESS DAY

Holding a College and Career Readiness Day at your school is an opportunity to help every student at every grade level determine the steps they need to take to make their dreams come true. This checklist will help you consider some steps to take before, during, and after your event to maximize your event's impact.

BEFORE YOUR EVENT ● ☆ ○

FORM A PLANNING COMMITTEE to help you conceive and achieve a great, impactful event for students.



EXPERT TIP *Don't be shy to invite volunteers from outside of the school—passion and expertise are everywhere!*

GET SCHOOLED

Make sure you and your staff understand the [ACT College and Career Readiness Standards and Benchmarks](#), what they represent, and how to help your students compare their test results to these benchmarks. This will help students more fully understand their strengths and challenges.

GET PEOPLE INVOLVED

Make a list of activities involving community leaders, families, and volunteers before and during your event. Having the community participate helps students understand this is an important day with real-world stakes regarding their future planning.

- Include a Family Night or after-school activity prior to your event.
- Invite local business, postsecondary, military, and government leaders to present at your College and Career Readiness Day.

SPREAD THE WORD

Include emails, social posts, posters, postcards, flyers, newsletters, mailed letters—anything that will reach your audience. Make sure your plan includes your educators, students, families, and even the local community. Everyone should know about your event because highly skilled and motivated students affect the whole community. Consider how local businesses may want to support the students with free breakfast or snacks in exchange for a mention in your community communications.



EXPERT TIP *Consider how local business may want to support the students with free breakfast or snacks in exchange for a mention in your community communications.*

GET STUDENTS READY

Make sure each student has a MyACT account to access testing and their test scores. Consider test prep options, including [free resources on act.org](#). Also, remind students to be well rested and energized (don't forget breakfast) before they get to school for your event, because that can have a positive effect on their performance.

GET STAFF READY, TOO

Train your staff on ACT-approved procedures and guidelines to ensure quality test administration.



EXPERT TIP *Create a shared schedule so all educators know where and when they should be present.*

DURING YOUR EVENT



INVOLVE ALL STUDENTS

Make sure to plan activities for the whole school ([click here for a planning guide](#)), not just upperclassmen. College and career readiness starts early, and the more time students have to achieve it, the better they'll perform.

KEEP CAREER INTERESTS IN MIND

Help students find their direction during your College and Career Readiness Day. Students taking PreACT and the ACT test can take and use an [interest inventory](#) to match their self-reported interests, abilities, and values with potential careers and college majors.



EXPERT TIP Include a career fair or other career exploration activities in the afternoon after testing.

LOOK BEYOND COLLEGE READINESS

Be sure your event includes activities that measure and build career readiness and social and emotional learning skills. These skills affect job performance and career longevity.



EXPERT TIP Bring in a speaker from the community to talk about career skills.

AFTER YOUR EVENT



SPREAD THE WORD (AGAIN)

Use your reporting and data analysis to let the school and community know how well your students did.

RECOGNIZE YOUR STUDENTS

Use the [ACT Recognition Toolkits](#) and WorkKeys NCRC digital badges to shine a light on students' achievements on the PreACT, ACT, ACT WorkKeys, and ACT WorkKeys National Career Readiness Certificate.

“SHOW AND TELL” TEST RESULTS

Sit down and discuss test scores and insights with each student. Help them understand their score results and make a plan to close any readiness gaps before graduation.

REVEAL STUDENTS' POTENTIAL

Offer college readiness insights to every student after your event, including students who might not have considered postsecondary education. Be sure to spotlight their college readiness when discussing their scores or attended activities.

HELP STUDENTS FIND THEIR FIT

Your students can use their test scores and interest inventory insights to make their future plans. Through their MyACT account, students can search colleges and universities by major or degree, location, admission standards, costs, and student body size and demographics. Students can also explore scholarships and financial aid options.

MAKE TIME FOR IMPROVEMENT

After analyzing results and a period of academic growth, consider retesting (ACT, PreACT, ACT WorkKeys, and Mosaic by ACT Social Emotional Learning) to help students measure their progress. ACT District Testing is available throughout the year. You can also help students plan to retake the ACT individually. Remember, fee waivers are available to students who qualify, and students who take the ACT more than once can build an ACT Superscore.

CONNECT WITH AN EXPERT AT ACT ON BUILDING A COLLEGE AND CAREER READINESS DAY AT YOUR SCHOOL. [LINK TO GET STARTED FORM.](#)