


## Statewide Default Tasks by Grade Level

CaliforniaColleges.edu includes grade-level appropriate tasks for students via My Tasks

Statewide default tasks are grade-level appropriate tasks visible to students with accounts on CaliforniaColleges.edu. The academic-, college-, and career-related tasks help keep students on track toward their college and career plans. To see tasks, students follow these simple steps:

1. Sign in to CaliforniaColleges.edu.
2. Click on the **My Tasks** icon  located in the top-right corner of the page.
3. Students will see three tabs:
  - **Your Activities:** grade level specific activities and associated worksheets that guide students through a series of actions. This might include a trackable activity, supplemented by the associated research, classroom-based discussions, and presentations that help deepen their thought process and ability to make sense of the information.
  - **Current Tasks:** tasks for students' current grade level.
  - **Looking Ahead:** tasks for students' future grade level(s).

For a complete list of all statewide default tasks by grade level located in the **Current Tasks** and **Looking Ahead** tabs, see the tables below. Note that exact due dates are visible to the student on the platform, but since they will vary slightly from year to year, only the approximate due dates are provided in this document.

### Middle School

Grade	Category	Default Task	Due
6	Career	Interview a professional you admire about their career	June
6	College	Find a club at school that interests you and join	June
7	Career	Interview a professional you admire about their career	June
7	College	Find a club at school that interests you and join	June
8	Career	Participate in a career fair held at a local high school	June
8	Career	Interview a professional you admire about their career	June
8	College	Participate in a college fair held at a local high school	June

8	Academic	Use your academic plan to plan for your 9th grade coursework/courses	June
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## High School

Grade	Category	Default Task	Due
9	College	Prepare for AP Exams: Add registration dates, study blocks, and exam dates to calendar	April
9	Career	Participate in a career fair held at a local high school	June
9	College	Participate in a college fair held at a local high school	June
9	College	Visit a college campus, take a tour, and add the college to My Plan	June
9	Academic	Review your Academic Plan to make sure you're taking the right classes. Are you on track to complete the "a-g" courses or a CTE pathway?	June
10	College	Prepare for PSAT/NMSQT: Add Registration date, study blocks, and exam date to calendar	September
10	Academic	Review your Academic Plan to make sure you're taking the right classes. Are you on track to complete the "a-g" courses or a CTE pathway?	December
10	College	Prepare for AP Exams: Add registration dates, study blocks, and exam dates to calendar	April
10	Academic	Review your Academic Plan to make sure you're taking the right classes. Are you on track to complete the "a-g" courses or a CTE pathway?	June
10	Career	Participate in a career fair held at a local high school	June
10	College	Participate in a college fair held at a local high school	June
10	College	Visit a college campus, take a tour, and add the college to My Plan	June
11	College	Prepare for PSAT/NMSQT: Add Registration date, study blocks, and exam date to calendar	September
11	Academic	Review your Academic Plan to make sure you're taking the right classes. Are you on track to complete the "a-g" courses or a CTE pathway?	December
11	College	Visit a college campus, take a tour, and add the college to My Plan	December
11	College	Prepare for AP Exams: Add registration dates, study blocks, and exam dates to calendar	April
11	College	Prepare for SAT: Add registration dates, study blocks, and exam dates to calendar	May
11	College	Prepare for SAT Subject: Add registration dates, study blocks, and exam dates to calendar	May
11	Academic	Review your Academic Plan to make sure you're taking the right classes. Are you on track to complete the "a-g" courses or a CTE pathway?	June
11	Career	Participate in a career fair held at a local high school	June
11	College	Prepare for ACT: Add registration dates, study blocks, and exam dates to calendar	June

11	College	Participate in a college fair held at a local high school	June
11	College	Visit a college campus, take a tour, and add the college to My Plan	June
12	Academic	Review your Academic Plan to make sure you are on track to complete the "a-g" courses or CTE pathway. Contact your counselor with questions.	September
12	College	Work on your CCC Application for CCC for spring term, if applicable	September
12	College	Participate in a college fair held at a local high school	October
12	College	Prepare for SAT: Add registration dates, study blocks, and exam dates to calendar	October
12	College	Prepare for SAT Subject: Add registration dates, study blocks, and exam dates to calendar	October
12	College	Prepare for ACT: Add registration dates, study blocks, and exam dates to calendar	October
12	College	Work on UC Application, if applicable	November
12	College	Work on CSU Application, if applicable	November
12	College	Work on your college essay(s), if applicable	November
12	College	Request Recommendations for college admission, if applicable	November
12	College	Search for scholarships, start scholarship applications	November
12	College	Work on EOP Application, if applicable	January
12	College	Request EOP Recommendations, if applicable	January
12	Academic	Review your Academic Plan to make sure you are on track to complete the "a-g" courses or CTE pathway. Contact your counselor with questions.	January
12	College	Schedule college interviews, if applicable	January
12	College	Work on your CCC Application for summer/fall terms, if applicable	January
12	College	Apply for scholarships and follow up on submitted applications	March
12	College	Make your final college campus visits (if possible) before accepting your college	April
12	College	Prepare for AP Exams: Add registration dates, study blocks, and exam dates to calendar	April
12	College	Review college acceptances with family and/or other trusted adults	April
12	College	Meet with your Academic or Guidance Counselor about your plans after high school	April
12	College	Create a personal, non-school email if you don't already have one	May
12	College	Write thank you notes to teachers, coaches, mentors, etc. that supported you	May
12	College	Confirm with your high school the process to request final transcripts	May
12	College	Plan to apply for campus housing and pay housing deposit, if applicable	May

<b>12</b>	College	Plan to attend college Open House, if offered	May
<b>12</b>	College	Plan to register for Orientation at your college	May
<b>12</b>	Career	Participate in a career fair held at a local high school	June
<b>12</b>	College	Prepare for college placement exam(s): Add registration dates, study blocks, and exam dates to calendar	June
<b>12</b>	College	Send final transcript to your college	June
<b>12</b>	College	Enroll in summer program, if available	June
<b>12</b>	College	Research health insurance	June
<b>12</b>	College	Create a college shopping list	July
<b>12</b>	College	Create a budget for first year of college	July
<b>12</b>	College	Plan to attend orientation	July
<b>12</b>	College	Plan to register for first semester/quarter courses	July
<b>12</b>	College	Purchase books and supplies	August
<b>12</b>	College	Set at least one SMART Goal for each semester/quarter of your first year of college (e.g. meet my roommate before school starts, or visit Career Center in first term)	August