January 15, 2016  
Sophomore Advisory Lesson Plan

Objectives of Lesson:
- Transcript review and update four year plan and profile

<table>
<thead>
<tr>
<th>Time</th>
<th>30 minutes</th>
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<tbody>
<tr>
<td><strong>Materials</strong></td>
<td></td>
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</tbody>
</table>
1) student transcript  
2) four year plan and profile  
3) student file |

Learning Process Overview

<table>
<thead>
<tr>
<th>Step</th>
<th>Time</th>
<th>Most important contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>welcome</td>
<td>5 min.</td>
<td>1) attendance</td>
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</tbody>
</table>
| 1) hand out student folders  
2) transcript review  
3) check credits and progress toward graduation | 20 min. | 1) have students clean up folders: recycle old transcripts and any other unneeded materials  
2) hand out current transcripts and have students update four year plan and profile with grades from trimester 2  
3) circulate and look over transcripts with students to monitor if they are on track for graduation or possibly credit deficient  
4) check in with students who failed classes during freshman year to see if they are currently retaking classes or have them on their schedules  
5) ask students if they have done their job shadow, have one scheduled, or will be doing one trimester 3 |
| collect folders | 5 min. | 1) have students put current transcripts and four year plans in file folders  
2) collect file folders |