



January Jumpstart Checklist

✓ Reset goals and update all student plans

Review each student's fall goals, Individual Career Plan details, and work-based learning expectations. Help students set fresh **SMART goals** for the second semester, focusing on attendance, class performance, employability skills, and workplace habits. Update any documented plans to ensure they reflect current student needs, progress, and placements.

✓ Complete mid-year progress meetings

Meet briefly with every student (5–10 minutes each) to discuss what is going well, what needs improvement, and how the student can finish the year strong. Use this time to check grades, attendance, WBL evaluations, and classroom habits. These meetings build relationships and help identify which students may need additional academic or social-emotional support in the spring.

✓ Review hour-tracking for CBI compliance

Verify that all **252525 CBI hours**—classroom, WBL, and intervention—are fully logged and accurate. Ensure that documentation matches EMIS guidelines and prepare for the March reporting window. Double-check employer evaluations, logs, and student signatures. Set monthly hour goals for each student to make sure they finish the year on pace.

✓ Reconnect with partners and schedule spring activities

January is the best time to send outreach emails and confirm industry partners for the spring semester. Schedule:

- Guest speakers
 - Facility tours
 - Worksite visits
 - Mock interviews
 - Job shadowing or micro-internship opportunities
- Reconfirm existing partnerships and identify new ones that align with your students' interests or pathway areas.

✓ Re-establish classroom routines and safety expectations

After winter break, revisit classroom norms to reset expectations. Review:

- Attendance and punctuality
- Professional behavior
- Technology and phone use
- Dress code for worksites or labs
- Safety procedures for CTE programs

Clearly re-teaching expectations in January reduces behavioral challenges later in the spring.

✓ Plan credential prep and spring assessments (CTE Programs)

Map out credential practice, testing dates, and remediation support. Identify students who still need to complete industry-recognized credentials such as **OSHA-10, ServSafe, CPR, Rise Up, or any pathway-specific certifications**. Coordinate with testing providers and ensure all documentation will be ready for EMIS reporting.

Also begin planning for:

- WebXam testing
 - CTE performance tasks
 - Senior capstone assessments (if applicable)
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✓ Celebrate successes from fall

Acknowledge student achievements to build motivation for the spring. Highlight:

- Credential earners
- Attendance improvements
- Outstanding worksite performance
- Students who showed leadership or professionalism
- Strong employer partners

This recognition builds a positive culture and reinforces the value of CTE and CBI programs.