

PUC Alumni Network

Matriculation Checklist | High School to Career + 2-Year College Bound

This suggested checklist will help graduates transition from being a high school student to young adult.

CATEGORY	ACTION ITEM	DESCRIPTION	RESOURCES & PRO TIPS
Career	<input type="checkbox"/> Identification	If you don't already have some, you will need official photo identification: CA ID Card , CA driver's license , passport , student visa , etc.	These take months to receive, so start early.
	<input type="checkbox"/> Build Your Resume	Your resume is a company's first impression of you. Do your research and make sure that your resume is clear and concise. Include volunteer work in your supplement work experience.	Seek resume feedback from a trusted adult, college Career Center or reach out to the PUC Alumni Network: alumni@pucschools.org
	<input type="checkbox"/> Interview Skills	Once your resume gets your foot in the door, you need to keep their attention with your interview skills. Practice interviews with friends and family, you can always get better.	Check out Linda Raynier's YouTube channel for interview tips.
	<input type="checkbox"/> Finding a Job	It can be hard to find a job. Be open to a variety of opportunities! Some good places to start your job search are: PUCSchools.org/careers/open-positions , N.E. San Fernando Valley American Job Center of CA -Youth@Work Service , Los Angeles Youth @Work Program , Glassdoor , one degree and Indeed . *Check specific business/company websites for employment opportunities.	Check out LA Valley College's 21st Century Employability Skills Certificate . Courses are FREE and can be completed quickly to give you a competitive edge!
	<input type="checkbox"/> Curate your Brand	Tidy up your social media and make a LinkedIn account. If an employer Googles you, what will they find? If you have any hobbies or expertise, start a blog, YouTube channel, or professional social media. This will highlight who you are.	Google yourself. Check to see that all finds are professional.
Finances	<input type="checkbox"/> Bank Accounts	Open your own bank account. Work to establish a savings and a checking account. Check out Bank of America Better Money Habits website to learn about personal banking, credit, saving & budgeting and other important financial topics.	Make sure that you do thorough research before making any big financial decisions.
	<input type="checkbox"/> Direct Deposit	Once hired, investigate signing up for direct deposit, and research what benefits your employer offers.	Take advantage of the financial benefits your employer offers (savings programs, retirement matching, etc.)
	<input type="checkbox"/> Taxes	Taxes are due April 15. Make sure that you receive your W2 form by mid-February so that you can file on time.	Do your research about which tax software that best suits your financial situation, and FREE tax resources in the community.
	<input type="checkbox"/> Budget	"You must gain control over your money or the lack of it will forever control you." – Dave Ramsey. There are apps that can help you budget your money. Be sure to read the terms and conditions before signing up.	Budgeting apps to consider: Mint , EveryDollar Budget App , and Goodbudget to name a few.

Would you like support? Connect with & follow the PUC Alumni Network:

Email: alumni@pucschools.org, (818) 916-8380, Webpage: <https://www.pucschools.org/alumni>

Facebook + Instagram: [@pucschoolsalumni](#)

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CATEGORY	ACTION ITEM	DESCRIPTION	RESOURCES & PRO TIPS
Housing	<input type="checkbox"/> Living at home	Living at home can feel different when you are no longer a high school student. Be sure to discuss any updated terms, rules, or responsibilities with your family.	If you want help with these conversations reach out to alumni@pucschools.org
	<input type="checkbox"/> If you are living independently...	Living on your own can be exciting and sometimes overwhelming! Seek support from your family and friends. Make sure that you have a solid financial plan.	Check out article on Tips for First Time Renters from Apartments.com
	<input type="checkbox"/> Finding a Roommate	If you want to live with a roommate, make sure you do your research about them, always ask to see all the paperwork, and keep track of all rent transactions. Use your discretion and think twice before rooming with a significant other or close friend. Consider the ramifications.	Some sites to help you find a roommate: PadMapper , RoomieMatch and Roommates.com
Transportation	<input type="checkbox"/> Getting Around	When mapping your route to work, think about the best way to get to work if you do not have a car, if you do not have cash, or if you feel unsafe. Ask around at work and see if you can set up a carpool or if they offer any transportation discounts.	Explore transportation options: LA Metro + Metro LIFE option Access - Free Fare Program U-Pass Program
Academics	<input type="checkbox"/> Academic Calendar	Locate your school's calendar. Highlight breaks, add/drop course deadlines, and other important dates (midterms, finals, breaks, events).	Put these dates in your calendar now so you don't forget!
	<input type="checkbox"/> Utilize Campus Resources	Included in your enrollment is a variety of social and academic services. Take advantage of Professor Office Hours for extra help, Writing Center, Math Lab, Mental Health Counseling support, etc.	If your school provides a Freshmen Orientation and first year transition course take it!
	<input type="checkbox"/> Meet with an Academic Advisor	Advisors can assist you with goal setting, choosing which degree or professional certificate to pursue, creating an academic plan, selecting the appropriate classes, and finding extracurricular groups related to your chosen career field.	Meet with your advisor every semester to make sure you are on track to earn your certificate, degree, or help you to transfer to a 4-year school!
Health	<input type="checkbox"/> Mental Health	You matter! There are people who care and are ready to support you.	Some FREE Resources: Teen Line , 211LA.org and LA County Depart. of Mental Health to name a few.
	<input type="checkbox"/> Physical Health	Exercise is so important for one's physical and mental health. Find opportunities online (YouTube has every type of class) and in your community.	Some great resources: LA County Parks & Recreation , LA Hikes w/no costs , Eventbrite FREE workout events

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