



WORKABILITY I

December 2021 Newsletter

SENIORS:

FIELD TRIPS: Our first field trip to UEI, Access and California Conservation Corps is next week! See the next page for details. If you haven't already, please turn in your field trip permissions to Ms. Lopez (MHHS) or Mrs. Clark (SMHS) this week! If you've lost the paperwork, please pick up a replacement form their office.

FINANCIAL AID: If you're planning to attend college after high school you need to apply for financial aid. We call this the FAFSA (Free Application for Federal Student Aid) and everything you need to know is on their website - studentaid.gov

If you're not eligible to apply for FAFSA don't worry! You can apply for financial through the CADAA (CA Dream Act Application) on their website - dream.csac.ca.gov

Only complete one of the applications, not both! If you're not sure which one applies to you - ask your parent or guardian, they will know.

FAFSA

You are eligible to complete the FAFSA if you are a:

- U.S Citizen
- Permanent Resident
- Eligible non-citizen
- T Visa holder

CADAA

You are eligible to complete the CADAA if you are:

- Undocumented
- Have a valid or expired DACA
- U Visa holders
- Have Temporary Protected Status
- Have attended a high school attendance in California for three or more years and receive a HSD

JOBS for the winter break!

This is the best time of year to land a job! Employers need you, (particularly in retail, fast food and restaurants) to get through Christmas and New Year. Come and see us for help applying!

How do I find WorkAbility?

Our contact information is in the right-hand column. Ms. Lona Lopez and Mrs. Clark are on campus from 8 am to 2:30 pm, so you can also drop by the WorkAbility office and meet with them in person. The Mission Hills HS office is at the far end of the counseling area and the San Marcos HS office is behind the finance office. If you are a student at Twin Oaks HS or Foothills HS, you can contact me for an in-person meeting.

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Contact Information

WorkAbility I Coord.

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Ms. Lona Lopez
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E: vanessa.lona@smusd.org
Back corner of the
counseling building

San Marcos High School:

Mrs. Clark
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E: melissa.clark@smusd.org

Overview of Senior Field Trips 2021-22

Mission Hills High School

12/08/21 UEI, Access, Inc. & California Conservation Corps 12/09/21
01/26/22 MiraCosta College
02/09/22 Palomar College
02/23/22 MiraCosta College's Technology Career Inst.

San Marcos High School

12/09/21 UEI, Access, Inc. & California Conservation Corps 12/09/21
01/27/22 MiraCosta College
02/10/22 Palomar College
02/24/22 MiraCosta College's Technology Career Inst.

PALOMAR AND MIRACOSTA COMMUNITY COLLEGES: These field trips include a tour of the campus, a presentation and an introduction to the college department that assists students who had an IEP in high school. This department can help you choose the classes you need to take to work toward your career goal and get any additional help you might need, like tutoring, someone to take notes for you, a recording device for lectures, extra time on tests, etc..

ACCESS ONE-STOP CAREER CENTER YOUTH PROGRAM: Access is a government funded program. They offer a lot of support as you decide what you'd like to do with your future and how you're going to get there. Help includes work readiness training, *paid internships, career exploration, college exploration, occupational certifications, job placements, and job and life skills training (you get paid to attend these workshops!)*.

CALIFORNIA CONSERVATION CORPS (CCC): Get paid while you learn skills that can lead to great careers like firefighting, energy, forestry, and more! Yes, this program pays you! A year in the CCC teaches you new job skills and helps you grow as an adult while you are protecting and conserving California's natural resources. CCC's hard work on environmental projects and emergency response help make California a safer and better place to live!

CERTIFICATE PROGRAMS: If you would like certification in a career path that will pay big bucks, these certificate programs were designed for people like you! The field trips will include a tour of the campus and a presentation. These programs offer fast, low cost training and assistance with helping you find a job when you finish.

- ◇ **UEI (United Educational Institute):** Quick, hands-on job training courses include automotive, business office administration, criminal justice, dental assistant, electrical technician, heating, ventilation and air conditioning (HVAC), medical assistant, medical office specialist, and pharmacy technician.
- ◇ **MiraCosta Technology Career Institute:** Quick, hands-on job training courses in advanced manufacturing, biomedical equipment technician, CNC operation or programming, child visitation monitoring, craft brewing technician, electronics, engineering technician, fabrication, human resources, machinist technology, massage therapy, phlebotomy, photography, professional scuba driving instructor, real estate sales license, and unmanned systems, veterinary assistant, and welding. Scholarships and financial aid are available.

PLEASE make sure you get all forms for the trips you'd like to attend (we recommend you check out all of them!) back to us as soon as possible. We will not chase you down to collect forms as there are so many of you and we just don't have the time...any anyway, you're young adults so we know you'll be responsible and get them back to us. We look forward to taking you on these field trips so you can learn more about all the great options! **IF YOU HAVE LOST YOUR FORMS, COME AND SEE US FOR REPLACEMENTS!**

HOW TO COMPLETE A JOB APPLICATION

Completing your first job application can seem a little scary but here are some quick and easy tips to make sure you get it right the first time! Most applications are now online, but don't worry, usually you will be asked or provided the opportunity to look over what you typed in before you hit that submit button!

The first thing you should do is create a resume. Most online job applications ask if you want to attach a resume. You should! If you haven't made one already, come and see us in WorkAbility or go to your school's Future Center for help in creating one. It's not nearly as hard as you think!

Next write down all the information you will need to enter into the application. Generally you need the following:

- Your full LEGAL name—not what your friends call you! If your social security card lists two last names and/or middle names, you need to type those into the application.
 - Your full address. Don't forget your apartment number if you have one...students do!
 - Your cell phone number
 - Your email - don't use your school email, it's not going to be available after you graduate.
 - We recommend you create a gmail. If you have an unprofessional email, now is the time to change it!
 - lovelymydog@gmail.com is cute but not professional!
 - Information for any previous jobs you have had. You will usually need:
 - ⇒The approx. start and finish dates
 - ⇒The name of the business
 - ⇒The address of the business
 - ⇒The supervisor' name
 - ⇒A contact phone number
 - The hours you can work, don't forget that you need time to get to the job after school and don't put in hours for days when you have after school activities going on—they won't be happy if they hire you and then you tell them you're not available for the shifts they want you to work!
- If you're under 18, don't worry about the hours you're allowed to work for now. Employers know Work Permit law and they know they can't make you work more hours than you're allowed or later than you're allowed. For now, just put in all the hours you're available and they'll work out your shifts later.
- References: teachers or anyone you've worked for (even if it's only volunteer) are good. Also counselors, coaches and other 'professional' people. Have at least three. You will also need some personal references. These should not be family and friends! Again, this could be someone you've got to know through a volunteer experience or a neighbor that knows you well or someone that oversees a club or after school activity you belong to.

NOTES:

Usually you will be asked if you want to create a password. DO IT! If you're interrupted or can't finish the application in one try, you don't want to lose all your hard work.

The application will ask if they can contact your previous employer for a reference, so if you messed up on that job and know it won't be a good one, don't put it in the application!

Be honest and fill it out completely. Do not leave blank boxes, the employer may think that you missed that question or don't want to provide an answer. If the question is not applicable, write in none, or N/A, (which is an abbreviation of Not Applicable).

Go slowly to avoid mistakes. If you are not sure how to spell a word, look it up.

If you are given the opportunity to look back over your application before you hit submit, please take the time to check it over VERY CAREFULLY and change anything that's incorrect, badly worded or spelled incorrectly!

The San Marcos Promise and the Future Centers

Another great resource on campus to help assist you with the transition from high school into adult life, is The San Marcos Promise. Amanda (Mission Hills HS) and Roy (San Marcos HS) The San Marcos Promise Education Coordinators, can help you develop job, career, and life-readiness skills and create resumes and cover letters.

Amanda and Roy can be found in your school site's Future Center, where you can also receive help in applying for FAFSA (financial aid for college) and scholarships, as well as exploring educational pathways and connecting with resources to continue your education after high school.

Contact information: MHHS Amanda Yantzer - amanda.yantzer@smusd.org
SMHS Roy Huerta—rogelio.huerta@smusd.org

Don't forget to check out the Future Center and the Counselors' Newsletters to see what workshops are coming up to assist you in applying for financial aid for college, meeting with college (local and state) representatives and lots of other great workshops and events!



Rogelio "Roy" Huerta & Amanda Yantzer

FYI
FUTURE YOU INITIATIVE

MONEY MATTERS

A PERSONAL FINANCE SKILLSHOP SERIES

Join us for monthly personal finance classes on Zoom from 5 pm - 6 pm PST
Attend all 7 sessions to receive a certificate, and be entered to win a Visa Giftcard!

 September 8 Banking Basics	 November 3 Budgeting & Saving	 February 9 How to Buy a Car	 April 6 Successful Money Habits
 October 6 The Power of Credit	 December 8 Paying for Post-secondary Education	 March 16 Taxes for Teens	

For more information, please email:
Roy Huerta (rogelio.huerta@smusd.org) or Amanda Yantzer (amanda.yantzer@smusd.org)

TO REGISTER, SCAN THE QR CODE OR USE THE SIGN UP FORM: [BIT.LY/SKILLSHOPS2021](https://bit.ly/skillshops2021)

PIMA MEDICAL INSTITUTE

Check out The San Marcos Promise December 8th and March 16th workshops!

San Marcos High School Students

Drivers Ed Classes!

On campus and free...what!



Yep, it's true. SMHS Knight Zone is now offering Driver's Ed. classes on campus...so they're free!

All you need to do is show up!

Where? In the café.

When? They start today...Nov. 1st

What time? From 3:45 pm—4:45 pm

What if I need more information?

Contact SMHS counselor—Ms. Hale

E: Kathleen.hale@smusd.org

T: 760 290 2200