

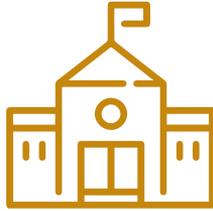
**FOCUS
ON
ATTENDANCE**



The Focus on Attendance:

Older Youth Handbook

Allegheny County Department of Human Services



Hi Student!

Chances are, if you are reading this guide you have had a difficult time focusing on your future goals, which is OK! We have all had moments where we have struggled with figuring out which way to go. You are not alone.

This booklet is a quick guide to help you begin to think about which direction you would like to steer your life.

Whether you want to work or further your education, this guide will help you think about what you would like to do in the future.

Before we jump in, take some time to ask yourself...



If you woke up one morning and were told you could do **ONE** activity for as long as you wanted all day... what activity would it be?



When in your life do you feel happiest? What are you doing at those times?



Are there times when you lose track of time because you are so absorbed in an activity? What are you doing then?



Is there something you are really interested in or curious about?

The Road to Success

Employment

Get your work permit.

Start Job Search / Complete Application

Schedule Interview
(wear business attire)

Attend Interview-
Be Confident!

Education

Get Your Diploma or GED

Identify a School or Training Program

Visit Several Schools or Training Programs

Make a Choice

Apply!

Self Care

Go for a Walk / Exercise

Read a Book for Fun / Quiet Time

Eat Healthy / Drink Water

Laugh!
Watch or Read Something Funny

Celebrate Your Accomplishments!
Big or Small

There are LOTS of career and job opportunities!



Computers



Military



Music



Welder



Lawyer



Mechanic



Chemist



Truck Driver



Teacher



Engineer



Hair Stylist

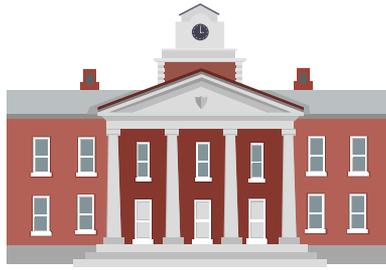


Electrician



Still can't decide?

Volunteer for different organizations and/or job shadow at places of work you may be interested in. You can also participate in an internship.



Technical Schools vs. College What's the difference?

Technical Schools (Trade Schools) train students for a specific job and offers hands-on training to prepare for the work force. It typically requires less schooling (1-2 years), which allows students to enter the work force sooner. It also cost less money than a traditional college degree.

Examples of Technical Careers include electrician, welder, mechanic, carpenter, respiratory therapist, dental hygienist, ultra-sonographer and radiation therapist.

College/University gives students a broader range of education allowing more flexibility when entering the work force. A typical bachelor's degree takes 4-5 years to complete.

Examples of College (Professional) Careers include teacher, engineer, computer technology, biologist, criminal justice, accounting, journalism and politician.

4. Will I need to relocate to be a successful _____?

5. Who can I count on to encourage me along the way?

6. What do I need to do to get started as a _____?

Write in the names of people who you can count on for support. They may be friends, family, teachers, community members or mentors. These are the people you can call if you get stuck or need help - People you trust.





Useful Links

Paperwork You Need to Have

State ID

<https://www.dmv.pa.gov/Driver-Services/Photo-ID2/Pages/Get%20An%20ID.aspx>

Birth Certificate

<https://www.health.pa.gov/topics/certificates/Pages/Birth-Certificates.aspx>

Social Security Card

<https://faq.ssa.gov/en-us/Topic/article/KA-02017>

Library Card

<https://www.carnegielibrary.org/services/get-a-library-card/>

GED Programs

www.ged.com

www.education.pa.gov

www.aiu3.net

www.goodwillswpa.org

www.alleghenyfamilynetwork.org

Employment

www.partner4work.org

www.pacareerlink.pa.gov

www.pittsburgh.jobcorps.gov

www.goodwillswpa.org

www.dli.pa.gov

www.garfieldjubilee.org/youthbuild

www.partner4work.org/corporate-internship-program

www.bidwelltraining.edu

Military Training

www.todaysmilitary.com

College

www.studentaid.gov

www.mappingyourfuture.org

www.pittsburghpromise.org

Assistance with Housing

<file:///C:/Users/K011023/OneDrive%20-%20Allegheny%20County/Resources/housing-navigator.pdf>

Establishing a Bank Account

www.clearviewfcu.org/Learn/at-every-stage-of-life/Youth-Services

www.pnc.com/en/personal-banking/banking/university-banking/students.html

www.citizensbank.com/checking/student-checking.aspx

www.chase.com/personal/checking/student-checking

Help With Something Else

www.alleghenycounty.us/human-services/index.aspx

Call 211

**Please be advised that this is not an exhaustive list,
just a few resources to get you started.**



Growing up and becoming more independent can be overwhelming. Don't forget to take time for yourself. Try some of these tips to help keep your cool:

self care checklist

CHECK THE THINGS YOU'VE DONE RECENTLY OR WANT TO DO

- Try something new
- Go on a nature walk
- Meditate
- Make a vision board
- Make a vision board
- Conect with friends
- Watch your favorite TV show
- Have a long nap
- Give yourself credit
- Practice deep breathing
- Cuddle a pet or human
- Take your medication
- Plan a fun day out
- Call a family member
- Do something for someone else
- Write in a journal
- Listen to a podcast
- Cook your favorite food
- Light a candle
- Write down things you're grateful for
- Compliment a stranger
- Dance to music
- Eat nourishing food
- Go to a workout class
- Tell yourself 'I love you'
- Take a break from social media
- Buy something that makes you feel good
- Read a book
- Say yes to something fun
- Declutter your living space

SMART Goals

Specific What do you want to do?

Measurable How will you know when you have reached it?

Achievable Is it in your power to accomplish it?

Realistic Can you realistically achieve it?

Timely When exactly do you want to accomplish it?

Goals

Start Date: 3/1/2022

Goal #1 (Be specific): *Start driving*
(Get learner's permit)

Step(s): *Get driver's manual from PennDOT*

Study!!! (Download PA Driver's License Practice Test App

Get an eye exam

Get a money order for \$35.50

Take the test and PASS!

Who can help you accomplish this goal?

Aunt Sandy - she will take me to take the test and let me practice driving her car once I get my permit.

Completion Date: *5/1/2022*

Writing down your goals is a great way to stay on track. Use the SMART method to help you succeed!

Goals

Start Date:

Goal #1 (Be specific):

Step(s):

Who can help you accomplish this goal?

Completion Date:

Goals

Start Date:

Goal #2 (Be specific):

Step(s):

Who can help you accomplish this goal?

Completion Date:

Goals

Start Date:

Goal #3 (Be specific):

Step(s):

Who can help you accomplish this goal?

Completion Date:

Goals

Start Date:

Goal #4 (Be specific):

Step(s):

Who can help you accomplish this goal?

Completion Date:



**Don't Be Shy...
Brag About Yourself!**

No one gets through life without a few bumps along the way. Being kind to yourself and speaking positively will help you get through those times when you may feel discouraged.

Take a moment to write down some things that make **YOU GREAT!** And remind yourself daily that **YOU DESERVE HAPPINESS!**

Here are some things to remember:

It won't be easy. Making changes and working towards your dreams require commitment and sacrifice. Don't give up on yourself, **you can do it!**

Try focusing on one step at a time. It is easy to get overwhelmed by the big picture, so just focus on small chunks at a time and do a little every day. Soon you will see progress.

It is okay to change your mind! If it no longer makes sense or if your plan doesn't make you happy anymore, take some time to reevaluate and create new goals.

Don't be afraid to dream. If you are still having a difficult time deciding what to do, try to visualize who you want to be in the future. Where will you live? How will you dress? What car will you drive? Will you start a family? What type of friends will you choose to surround yourself with? Once you visualize who you want to be, write down what you need to do to get those things. Ask questions of those who have those things or live that type of lifestyle.

YOU ARE NOT ALONE, and you are not expected to have all the answers. Reach out to someone for help or guidance. If you have someone who you look up to and trust, ask them if they will be your mentor. Many successful adults have mentors because 'everybody needs somebody'.

We Care About Your Education!

To learn more visit us at <https://www.alleghenycounty.us/Human-Services/Resources/Education/Resources-for-Families.aspx> and click on **Truancy/School Attendance** for more information!

Check us out on  

#FOCUSONATTENDANCE

Any questions, please contact us at:
Focus_Attendance@AlleghenyCounty.US

**The Focus on Attendance Partnership:
A Partnership between DHS, AIU and JPO**

