



AL-NASR INTERNATIONAL SCHOOL

Riyadh · American Curriculum KG–12 · MOE License No. 520-5255

SCHOOL POLICY · 2026–2027 (1448 AH)

Academic Advising & Career Guidance Policy

A structured, evidence-based framework that helps every student identify their interests, strengths and abilities, and plan confident next steps after graduation.

VERSION

2.0 · Revised

EFFECTIVE

2026/2027

REVIEW

Annually · June

SCOPE

Grades 9–12

1 Policy statement

Al-Nasr International School is committed to supporting students in making informed, responsible and well-planned decisions about their academic and career pathways after graduation. This policy is implemented through the annual Action Plan in Appendix A.

2 Purpose

- ✓ Provide a clear and systematic academic advising process.
- ✓ Support students in choosing suitable academic and career pathways.
- ✓ Ensure students are well prepared for post-secondary education.
- ✓ Promote informed decisions based on data, guidance and exposure.
- ✓ Strengthen collaboration between students, parents, staff and external partners.
- ✓ Track outcomes against measurable targets each year (Section 9).

3 Scope

Students

Grades 9–12, with focused implementation in Grades 11 and 12.

School staff

Administration, academic staff, counsellors and advisors.

Families

Parents and guardians as partners in decisions.

Partners

Universities, guest speakers and alumni.

4 Academic Advising Committee

An Academic Advising Committee, supervised by the school administration and chaired by the Academic Director, meets at least once a month, and more often during Phases 1 and 4 of the Action Plan. It:

- ✓ Develops and implements the annual academic advising action plan.
- ✓ Reviews students' academic performance and assessment data.
- ✓ Coordinates individual advising sessions.
- ✓ Organizes career awareness programs and university visits.
- ✓ Monitors external exam preparation programs.
- ✓ Evaluates the program against the indicators in Section 9.

5 The advising process

1 • Student assessment

Career interest and aptitude questionnaires; review of academic records, collected systematically and confidentially.

2 • Data analysis

The Committee analyses results and groups students by interests, strengths and readiness for personalized advising.

3 • Individual sessions

Every Grade 11–12 student has at least one documented advising session each semester, logged in the Learner Goal Tracking record.

4 • Career awareness

Guest speakers from medicine, engineering, business, technology, health and entrepreneurship share real career pathways.

5 • University orientation

Campus tours and visits from university representatives on admission requirements, programs and scholarships.

6 • Entrepreneurship

Workshops and talks with entrepreneurs and business leaders to encourage creativity and leadership.

7 • External exam preparation

Orientation sessions, workshops and practice for SAT, ACT and AP examinations.

8 • Clubs & enrichment

Math, Science, Drama, Art, Health, and Technology & Innovation clubs for holistic development.

6 Parent involvement

- ✓ Parents are informed and involved through meetings and counselling sessions.
- ✓ At least two parent education sessions are held each year.
- ✓ Parents are partners in academic and career decisions.

7 Confidentiality & ethics

- ✓ All student information and assessment data are confidential.
- ✓ Advising is ethical, objective and in the student's best interest.
- ✓ Data is accessed only by authorized advising staff.

8 Monitoring and evaluation

The program is evaluated each year against these indicators, together with student and parent feedback, academic performance tracking, university acceptance results and the annual committee report presented each June.

Indicator	Target 2026/27	Data source
Grade 11–12 students completing one individual advising session per semester	100%	Advising session log
Grade 9–10 students completing the career interest questionnaire	≥ 90%	QA & Career Counseling records
Career awareness / guest-speaker events	≥ 4 per year	Event attendance sheets
University visits / representative sessions	≥ 3 per year	Visit reports
SAT/ACT/AP registered students attending prep workshops	≥ 85%	Workshop sign-in sheets
Parent information sessions	≥ 2 per year	Meeting minutes
Grade 12 university-acceptance tracking	100% of graduates	Acceptance results log
Student / parent satisfaction with advising	≥ 85% positive	Annual feedback survey

9 Policy review

This policy and its Action Plan are reviewed annually by the Academic Advising Committee at the close of each academic year (Phase 4, June) and updated for the following year based on indicator results and stakeholder feedback.

Aligned to the Ministry of Education 1448 AH calendar: classes begin Sun 23 Aug 2026 · National Day 23 Sep · Autumn break 11–15 Oct · Mid-year break 8–21 Jan 2027 · Foundation Day 22 Feb · Year ends ~18–24 Jun 2027.

Phase 1 · Planning & infrastructure

When	Milestone	Activities	Responsible
Aug 16–22, 2026	Committee mobilization	Kick-off meeting; confirm roles; review this policy with staff	Academic Director (Chair)
Aug 23–31, 2026	Assessment tools ready	Finalize and distribute career interest and aptitude questionnaires; open QA & Career Counseling records	School Counsellor
Sep 1–10, 2026	Annual calendar drafted	Dates for university visits, guest speakers, SAT/ACT/AP deadlines, club launches, parent sessions	Full Committee
Sep 1–20, 2026	Alumni network launch	Identify and contact alumni for the peer-mentorship database	Academic Director

Phase 2 · Execution & student engagement

When	Milestone	Activities	Responsible
Sep 13–24, 2026	Grade 10 track-selection workshop	Guide Grade 10 students on elective choices aligned with aptitude results	Counsellor + Subject Teachers
Oct 1–8, 2026	Advising cycle 1 (G11–12)	First round of one-on-one sessions on goals and post-school options	School Counsellor
Oct 18–29, 2026	Career exposure event 1	Guest speakers: medicine and engineering	Committee
Nov 2026	Parent education night 1	University admission requirements and scholarships	Academic Director + Counsellor
Nov–Dec 2026	Career exposure event 2	Guest speakers: business, technology, entrepreneurship	Committee
Dec 2026	Semester 1 review	Committee reviews Phase 1–2 progress before mid-year break	Full Committee

Phase 3 • University readiness & support

When	Milestone	Activities	Responsible
Jan 24–31, 2027	Advising cycle 2 (G11–12)	Second round of sessions; update goals with Semester 1 results	School Counsellor
Feb 2027	University campus tours	Visits to local universities	Academic Director
Feb–Mar 2027	University representative visits	Programs, requirements, scholarships	Committee
Mar 2027	Intensive exam-prep workshops	Final SAT/ACT/AP workshops and practice	English & Math Teachers
Mar 2027	Club showcase	Clubs present portfolios and leadership evidence	Club Advisors
Apr 2027	Parent education night 2	Application timelines and scholarship deadlines	Academic Director

Phase 4 • Evaluation & reporting

When	Milestone	Activities	Responsible
May 2027	Outcome tracking	Record university acceptances; compare with interest data	School Counsellor
May 2027	Feedback collection	Student and parent satisfaction surveys	Academic Director
Jun 2027	Annual policy review	Review indicator results; update policy and 2027/2028 plan	Full Committee

Approved by

Academic Advising Committee
School Administration

Prepared by

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Academic Director