

## Counselor Year At-a-Glance

Discussion Items	Aug	Sept.	Oct	Notes:
Have weekly department meetings to discuss projects/assignments				
Meet monthly or bi-monthly with new counselors				
New student Schedule				
Class change procedures				
Budget process				
Skyward reports and "guidance" tab for tracking visits and notes				
How to read student information on Skyward				
How to log days off & policies about requesting personal leave around certain holidays				
How to order materials				
How to use legislative money				
Review district policies, credit guidelines, course catalog, planning and student service manual, and crisis manual				
High risk procedures, FERPA, child abuse reporting, & suicide/incident reporting				
Online education process (SEATS etc.)				
Education release forms A & B				
SLO data tracking				
Graduation credits and multiple course options to meet requirements				
Sending student information through MOVEIT				
Individual performance reviews				

Discussion Items	Nov.	Dec.	Jan.	Notes
<b>UCAW</b>				
How to help student with college applications				
Info on FAFSA and how to help students and parents				
Deadlines on colleges				
Roles of counselors during application days				
<b>Jr PCCRs/ 8th and 9th grade PCCR</b>				
Preparing to talk to parents and students				
Recommendation letters				
Grad requirements and aligning schedules				
JATC programs				
Credit recovery options				
How to read a transcript with parent and student				
Scholarships, especially Regents and where to get information				
Preparing for ACT/SAT (e.g. College board, SMOOP, Learning express library)				
Talk about NCAA and course planning to meet requirements				
<b>Semester Changes</b>				
Procedures for schedule changes				
How to make correct changes in Skyward				
How to diffuse situations w/parents/teachers class changes				
<b>Registration</b>				
Collaborate with elementary schools for registration				
Finalize materials for registration				
College and Career Lessons in CCA classes				
4-year plan on Skyward				

Discussion Items	Feb.	Mar.	Apr	Notes
<b>Registration</b>				
Course selection with each grade				
Procedures for class changes				
Plan for college and career readiness Meetings				
Guidance curriculum based on school needs				
Groups				
Continue individual meetings/counseling				
Send out letters of deficiencies				
Transition nights - elementary, middle, high school, alternative				
Middle School: College information				
High School-Graduation-working with senior and graduation				
Prepare senior fail list				
College committment day				
Testing: SAGE, ACT, etc.				
Prepare for AP testing in May				
Helping with board & master schedule				
Discuss 24-credit diploma options and procedures				

Discussion Items	May	June	July	Notes
Credit deficient students				
Graduation				
Individual Meetings/Counseling for grades and planning next year				
Calendar Meetings				
Arena Scheduling Issues				
Registration : Balancing Board				
Meet with Credit Deficient Students-offer credit make-up options				
Summer Conference				
Referrals to Southpointe				

Mentor \_\_\_\_\_

Mentee \_\_\_\_\_