

Below is an example of how a middle school counselor’s annual calendar (time line) may look. *School Counselors use the annual calendar to identify and communicate school counseling program priorities. The school counseling program has one annual calendar that includes all major school counseling activities delivered or coordinated by the school counselor (s). The annual calendar can increase visibility of the school counseling program and provide focus on events or activities of value for the students, parents, and staff (ASCA National Model 2012).*

The annual calendar should be created with the input of the school’s administration and reviewed by the Guidance Advisory Committee. Each annual calendar is school specific and is built on the framework of the ASCA National Model. The specific details of each area (Curriculum, Individual Student Planning, Responsive Services, and System Support (Indirect Services) may be listed in more detail, but not as much as the monthly and weekly calendars.

Middle School Counselor’s Annual Calendar				
	CURRICULUM	INDIVIDUAL PLANNING	RESPONSIVE SERVICES	SYSTEM SUPPORT
	Direct Services	Direct Services	Direct Services	Indirect Services
Aug.	<ul style="list-style-type: none"> Intro to counselors Publicize the counseling program (present a presentation of the program) Conduct a needs assessment with student, faculty and parents Develop counseling program services for the year based on the school’s need 	<ul style="list-style-type: none"> IEP/504 plans Parent/teacher meetings Assist 6th graders and new students in orientation to middle school 	<ul style="list-style-type: none"> Crisis counseling Small Group Individual counseling 	<ul style="list-style-type: none"> Student support Committee meetings Parent education Data Analysis (needs assessments) Consultations In house/interagency referrals School Improvement Council Grade level and counselor department meetings Work with faculty to plan for the year Place counseling department activities on the master calendar/website Participate in professional development
Sept.	<ul style="list-style-type: none"> Plan events and activities for National Career Development Make plans for student use/implementation of career exploration materials Plan events and activities for Red Ribbon (drug prevention) Goal setting Character Education 	<ul style="list-style-type: none"> IEP/504 plans Parent/teacher meetings Academic advisement as needed Continue to assist students and parents with registration and course selection Consult with qualifying students regarding Duke Tip 	<ul style="list-style-type: none"> Crisis counseling Small groups Individual counseling 	<ul style="list-style-type: none"> Data Analysis (needs assessments) A-team screenings Update counseling webpage Provide assistance for MAP testing Consultations In house/interagency referrals Grade level and counselor department meetings School Improvement Council Student support Committee meetings Meet with the school counseling advisory committee, administration and staff leadership team to review an outline of your goals and plans Participate in professional development

Oct.	<ul style="list-style-type: none"> • Red Ribbon(drug awareness) • Implement events and activities for National Career Development Month • Goal Setting • Character Education 	<ul style="list-style-type: none"> • IEP/504 plans • Parent/teacher meetings • Academic advisement as needed • Provide SAT information for identified 7th graders • Provide PSAT information for identified 8th graders 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • Data Analysis (needs assessments) • A-team screenings • Update counseling webpage • Student support • Committee meetings • Consultations • In house/interagency referrals • Grade level and counselor department meetings • In-service faculty and staff on signs of and responsibilities for reporting cases of abuse and neglect to the Dept. of Child Protective Services • Participate in professional development
Nov.	<ul style="list-style-type: none"> • Coordinate career activities to include career inventories, speakers, new items related to National Career Development month • Bully Prevention 	<ul style="list-style-type: none"> • IEP/504 plans • Parent/teacher meetings • Academic advisement as needed 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • A-team screenings • Update counseling webpage • Student support • Committee meetings • Consultations • In house/interagency referrals • School Improvement Council • Grade level and counselor department meetings • Identify key community resources in your school community and surrounding communities (become familiar with churches, agencies, sports programs and youth organizations that service the school. • Contact the feeder counselors for transition planning • Provide suicide prevention training • Participate in professional development
Dec.	<ul style="list-style-type: none"> • Career and Education Planning • Bully Prevention • Character Education 	<ul style="list-style-type: none"> • IEP/504 plans • Parent/teacher meetings • Academic advisement as needed • IGP conferences 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling • Invite speakers to address the students and parents on various topics of interest to parents 	<ul style="list-style-type: none"> • A-team screenings • Update counseling webpage • Student support • Committee meetings • Consultations • In house/interagency referrals • School Improvement Council • Grade level and counselor department meetings • Contact the feeder counselors for transition planning

				<ul style="list-style-type: none"> • Collaborate with test coordinators to assist in identifying PASS accommodations for pre-code • Assist in the identification of families that will need additional resources during winter break time • Participate in professional development
Jan.	<ul style="list-style-type: none"> • Career and Education Planning • Promotion/ Retention Information • Job Shadowing • Character Education • Plan National School Counseling Week activities 	<ul style="list-style-type: none"> • IEP/504 plans • Parent/teacher meetings • Academic advisement as needed • IGP conferences 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • A-team screenings • Update counselor webpage • Student support • Committee meetings • Consultations • In house/interagency referrals • School Improvement Council • Grade level and counseling department meetings • Follow up with counseling advisory council • Participate in professional development
Feb.	<ul style="list-style-type: none"> • Career and Education Planning • Academic Registration • Develop and implement activities for National School Counseling Week • Transition Activities (6th and 8th grades) • Harley Bonds tour (8th grade) • Assist with a career day/week with career specialist • Character Education 	<ul style="list-style-type: none"> • IEP/504 plans • Parent/teacher meetings • Student registration • Academic advisement as needed • IGP conferences • High School options/course selection • Curriculum Night (incoming 6th graders) 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • A-team screenings • Update counselor webpage • Student support • Committee meetings • Consultations • In house/interagency referrals • School Improvement Council • Grade Level and counselor department meetings • Participate in professional development
Mar.	<ul style="list-style-type: none"> • Career and Education planning • Test taking skills • Transitions Activities (6th and 8th grades) • Promote magnet school opportunities 	<ul style="list-style-type: none"> • IEP/504 plans • Parent/teacher meetings • IGP conferences • Student registration • Academic advisement as needed • Pre-college topics • Develop lists/consult with students who have earned high school credit • Promote magnet school opportunities 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • A-team screenings • Update counselor webpage • Student support • Committee • Consultations • School Improvement Council • Grade level and counselor department meetings • Provide parent meetings on registration for the rising grade • Provide assistance with MAP/PASS testing • Participate in professional development

April	<ul style="list-style-type: none"> • Career day/week • Transitions • Character Education 	<ul style="list-style-type: none"> • IEP/504 plan • Parent/teacher meetings • Student registration • Academic advisement 4th/5th as needed 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • A-team screenings • Update counselor webpage • Student support • Committee meetings • Consultations • In house/interagency referrals • School Improvement Council • Grade level and counselor team meetings • Assimilate information about summer programs/camps for parents and send it home with report cards • Participate in professional development
May/ June	<ul style="list-style-type: none"> • Transitions • Goals Review 	<ul style="list-style-type: none"> • IEP/504 Plans • High school list for 504 and students with special needs • List students that earned Carnegie units in middle school for high school • Academic advisement as needed 	<ul style="list-style-type: none"> • Crisis counseling • Small groups • Individual counseling 	<ul style="list-style-type: none"> • Student support • Update counselor webpage • Committee meetings • Provide faculty, staff, students and parents an evaluation of counseling department • Data Analysis (goals, groups and end of the year evaluations) • Report goal results to counselor advisory council • Consultations • In house/interagency referrals • Grade level and counselor department meetings • School Improvement Council • Provide assistance with PASS testing • Schedule planning meetings over the summer with administration and begin plans for the up-coming year • Report earned professional development to the professional development department