2016-2017 Annual School Counseling Calendar

	Core Counseling Curriculum	Individual Student Planning	Responsive Services	Indirect Services for Students	Program Planning/School Support	PD/Other
August	Planning for the school year (group counseling and classroom guidance lessons)	Meet with students/parents who have scheduling issues Dual Enrollment	As needed/requested Child Study/504	Finalize schedules for the school year	Meet with teachers and administrators to discuss program planning for the year	Various Professional Developments (i.e. Suicide Risk/Assessment, Convocation, etc.)
September	Freshmen meetings (individual and group) Classroom Guidance (seniors) Pathway Classroom Guidance	Schedule changes Add/Drop Begin planning for senior meetings Service Academy applications and recommendations	Individual Counseling Personal/Social issues (i.e. school/social anxiety) Crisis response Parent/teacher conferences Child Study/504	Begin writing recommendation letters for seniors Academic histories for new students Setting up college visits	SMART Goals Professional Leaning Community (PLC) Student Support Team meetings for at-risk seniors	PBIS College Board Workshops College information sessions for counselors PD for online learning programs/VLP
October	Continue freshmen meetings Review students' grades and progress Group counseling (personal/social, academic, and career) Pathway Classroom Guidance	Begin senior meetings (review credits, SOLs, post-secondary plans)	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Continue writing recommendation letters Assist seniors with college applications, scholarship searches, FAFSA College visits	SMART Goals PLC Parent/Teacher conferences Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist Manufacturing Day	Manufacturing Day PSAT VSCA Conference Program of Studies review College Fair College information sessions for counselors
November	Continue freshmen meetings Review students' grades and progress Group counseling Classroom guidance Pathway Classroom Guidance Military Career Fair	Finish senior meetings	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Continue writing recommendation letters Assist seniors with college applications, scholarship searches College visits	SMART Goals PLC Parent/Teacher conferences Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist	College information sessions for counselors

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December	Continue monitoring grades, meet with students as needed Group counseling Classroom Guidance Pathway Classroom Guidance	Finish senior meetings (if not already completed) Follow-up with seniors Review PSAT scores with sophomores and juniors	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Continue writing recommendation letters Assist seniors with college applications, scholarship searches Review spring semester schedules	SMART Goals PLC Parent/Teacher conferences Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist	College information sessions for counselors
January	Final monitoring of grades for the semester, meet with students as needed Group counseling Classroom Guidance Pathway Classroom Guidance	Continue reviewing schedules for the spring semester, make changes as necessary, adjust for first semester failures Begin planning for rising senior meetings	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Continue writing recommendation letters Assist seniors with college applications, scholarship searches Academic histories for new students	SMART Goals PLC Parent/Teacher conferences Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist	Regional Professional Development
February	Monitor grades, meet with students Group counseling Classroom guidance Pathway Classroom Guidance	Schedule changes Add/Drop week Visit middle schools to schedule rising 9th graders Begin rising senior meetings Curriculum Fair	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Final push for college applications & FAFSA Continue assisting with scholarship searches Assist with finalizing mid-year grades for seniors	SMART Goals Student Support Team meeting for at-risk seniors Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist	College information sessions for counselors
March	Monitor grades, meet with students Group counseling Classroom guidance Pathway Classroom Guidance	Course Requests for rising 10th and 11th graders Continue rising senior meetings	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Continue assisting with scholarship searches	SMART Goals Student Support Team meeting for at-risk seniors Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist Career Fair	

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April	Monitor grades, meet with students Group counseling Classroom guidance	Finalize all course requests for rising 10th, 11th, and 12th graders Finish rising senior meetings	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Academic histories for new students (after spring break)	SMART Goals Student Support Team meeting for at-risk seniors Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist Student Support Team meeting for at-risk juniors	
May	Monitor grades, meet with students Group counseling Classroom guidance	Check in with seniors	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Review college acceptances Work on diploma types, seals, industry certification, and graduation status	SMART Goals Student Support Team meeting for at-risk seniors Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist Proctor AP exams	Proctor AP exams Master schedule for the 2017-2018 school year Early College Placement Testin
June	Final monitoring of grades	Check in with seniors – verification of post-graduate plans Senior survey Adjust course requests for the following year (based on this semester's performance)	Individual Counseling Personal/social issues Crisis response Parent/teacher conferences Child Study/504	Review senior transcripts Work on diploma types, seals, industry certification, and graduation status	SMART Goals – final submission Student Support Team meeting for at-risk seniors Weekly department meetings Weekly admin team meetings Consultation with social worker ,SAC, school psychologist	Senior Awards Night Graduation Early College Reception