

High School Counselor Sample Calendar of Activities (Meets requirements of BRIDGE Legislation)

August

- Present Guidance and Counseling Program to administration and staff.
- Discuss the guidance and counseling program objectives with staff.
- Review state and system guidance and counseling related policies and laws to administration and staff.
- Assist faculty in interpreting last year's test scores and implications for new school year.
- Provide information on ethical, legal, and confidential issues related to teacher advisement system.
- Publicize the registration and testing of college admissions tests.
- Assist in providing orientation to new high school students, teachers, and parents on guidance, counseling and advisement services (this would include BRIDGE).
- Assist with enrollment and scheduling of students.
- Assist principal and teachers with appropriate class placement.
- Ensure all students have created an on-line career information system account (ex. GaCollege411, GCIS, Career Cruising).
- Use data collected at the school site to plan guidance curriculum and closing the achievement gap activities.
- Confirm national, state, and local testing dates.
- Provide information to staff on College and Career Readiness Standards for ninth grade students.
- Complete ninth grade college and career readiness individual graduation plan classroom guidance sessions for transfer or any other students who have not completed a graduation plan (these sessions should be completed by the end of September).

September

- Identify the needs of At-Risk, Accelerated Learner, ELL, and Exceptional Education students.
- Complete ninth grade college and career readiness individual graduation plan classroom guidance sessions.
- Meet with seniors and parents regarding scholarships and financial aid.
- Inform students of available test preparation workshops and PSAT and SAT workshops.
- Participate and consult with counselor supported teacher as advisor activities to implement college and career planning.
- Coordinate school visits for postsecondary and military representatives.
- Provide counseling for parents and students who are experiencing academic or personal difficulties in completing individual graduation plans.

October

- Conduct classroom guidance sessions for 10th grade students.
- Participate and consult with counselor supported teacher as advisor activities to implement college and career planning for 10th grade students.
- Provide counseling for 10th grade students who are experiencing academic or personal difficulties in completing individual graduation plans.
- Assist with school climate activities such as for substance abuse and bullying prevention awareness.
- Conduct academic counseling for closing the achievement gap targeted students.
- Provide individual counseling (on-going).
- Schedule parents and students for 11th grade postsecondary planning individual conferences.

November

- Conduct classroom guidance sessions for 10th grade students.
- Start 11th grade parent and student individual postsecondary planning conferences.
- Process college applications and recommendations.
- Participate and consult with counselor supported teacher as advisor activities to implement college and career planning.
- Conduct academic counseling for closing the achievement gap targeted students.

December

- Provide information to 11th and 12th grade students regarding Dual Enrollment.
- Distribute and interpret results of PSAT to students.
- Provide individual counseling to students (on-going).
- Continue with college recommendations.
- Participate and consult with counselor supported teacher as advisor activities to implement college and career planning.
- Provide information regarding last national test administration.

January

- Review school based data to plan for advisement, academic or personal guidance or counseling.
- Review Action Plan with school principal for any adjustments.
- Review senior academic standing for graduation.
- Continue with 11th grade individual parent and student postsecondary planning.
- Prepare Dual Enrollment/MOWR program information to students and parents.

February

- Review and conduct appropriate follow up with 11th grade parents and students who have not scheduled individual appointments.
- Celebrate National School Counseling Week
- Finish any 11th parent and student college and career individual planning meetings.
- Conduct academic counseling for closing the achievement gap targeted students.
- Send senior letters to parents and students for final review.
- Conduct senior small group college and career readiness sessions.
- Complete and send MOWR Verification forms to DOE.

March

- Participate and consult with counselor supported teacher as advisor activities to implement college and career planning.
- Assist with preregistration and enrollment activities for next school year.
- Assist with test preparation for statewide tests including providing to teachers.
- Send senior letters to parents and students for final review.
- Continue senior small group college and career readiness sessions.
- Review senior graduation status report.
- Continue with on-going individual counseling.
- Conduct academic counseling for closing the achievement gap targeted students.
- Meet with students and parents for Dual Enrollment advising and scheduling to make sure MOWR students are counted in FTE. (Deadline date for notification is April 1).

April

- Assist with the coordination of AP exams.
- Coordinate with middle school counselors to provide college and career readiness orientation for middle school students.
- Continue with testing activities.
- Review and analyze post closing the achievement gap data and results.
- Evaluate the school guidance and counseling program.
- Provide information to 10th and 11th grade students regarding Dual Enrollment.

May

- Provide information to students regarding high and college-level summer classes.
- Submit guidance and counseling program evaluation report to administration.
- Complete preregistration and enrollment for next year.

- Review completed transcripts for accuracy.