

High School School Counseling ORGANIZATIONAL TIMELINE

June

Summer School

- Applications faxed to FVTC
- Rosters formulated with phone numbers
- Transcripts ready for start date
- Adjust transcripts upon completion
- Adjust schedules as needed

Final transcripts to colleges

End of year reporting and reflections on effectiveness of school counseling program includes discussion of civil rights and equity/diversity in light of current school counseling program, practices and outcome trends.

July

Transfer students

Notify Guidance Secretary of summer hours for appointments

August

Registration & Orientation – 3 days mid August

Transfer students

Notify Guidance Secretary of summer hours for appointments

Senior status letters, co-copy Principal

Junior status letters

Check senior schedules for necessary credits

Review Jr. schedules for necessary credits

Check math/pre-requisite failures

Review transfer/new student records and credits – schedule

Schedule changes if necessary – Occupational Experience/Early Graduates

CASTLE items

Non-graduate letters sent. E-mail names to Principal and Secretary to the Principal.

Keep a running list

Update Guidance web page – test dates and other info

September

Senior meetings

GOAL schedule and class lists

CASTLE

After school program status and start up

Rosters maximized

Youth Options due October 2

Early Graduate paper work completed, due October 2

Occupational Experience paperwork completed and schedules adjusted

Letters to non-graduating seniors. E-mail names to Principal and Secretary to the Principal.

Keep a running list

ACT info on October 28-test date. Deadline is Sept. 22

Prepare fall newsletter, include nondiscrimination short statement

BLT representative

PSAT preparation and sign up

WKCE – Scantron prep
College/Tech College applications
Review existing 504's and Educational Plans
Prepare for CASTLE reviews

Scheduling

Program of Studies

Review all materials for any discriminatory phrases or references in regards to race, national origin, sex or emotional/learning disabilities. Letters translated into Spanish.

E-mail teachers regarding changes/updates, due October 2
Copies of current edition to department heads at BLT
(We need to have teachers pay more attention to changes)

October

Program of Studies changes due October 2
Youth Option applications for 2nd semester due October 2
PSAT on October 18 – hold junior class meeting – decide on cost
Parent/Teacher conferences October 25, in a.m.
CASTLE Reviews and letters – avoid parent teacher conferences?
ACT on October 28 at NLHS
Junior meetings
Program of Studies copies run off
College/Tech college applications
Status letters at six-week grading period
NEWLASS phone calls made

Scheduling

Schedule sophomore meeting to explain Career Planning Sessions – esp. scheduling
Appointment letter sent to sophomore parents for Career Planning sessions
Appointments in November, December and January
Set evening dates

November

CASTLE credit recovery progress
College/Tech college applications
Preparation and speakers for
Junior Parent Night on December 4 – mail parent letter/prepare packets
Financial Aid Night on January 15 - materials
WKCE Testing
Preparation for winter newsletter
WISCAREERS presentation possible

Scheduling

Wish lists ready
Sophomore appointments start

December (3 weeks due to X-mas break)
ACT test date December 9

Junior Parents Night December 4
Tip Grant eligibility – free and reduced lunch list
Status letters after 12-week grading period, co-copy Principal on seniors
WISCAREERS Presentation
NEWLASS Raffle

Scheduling

Sophomore appointments continue
Set up 9th grade classroom presentations in January
11th grade groups formed for February

January

January 15 – Financial Aid Night (encourage under-represented groups to apply for scholarships)

Contact Emanuel Lutheran School for 8th grade scheduling date

CASTLE scheduling for 2nd semester

Semester Failures

Senior status letters, co-copy Principal

E-mail non-graduates to Principal and Secretary to the Principal.

Keep a running list

Early grads need to withdraw

NEWLASS interviewers contacted. Applications distributed. Establish due date.

Badger Boy/Badger Girl

Scheduling

Sophomore appointments continue

9th grade scheduling

Prep for junior scheduling

February

ACT test date February 10

NEWLASS due date

Prepare spring newsletter include nondiscrimination short statement

Youth Options for next year due March 1

WISCAREERS presentations possible

DPI course offerings report

Scheduling

Junior scheduling completed

February 28 – numbers to Principal

Establish sections – review for disproportionate enrollment trends and progress in lowering disproportion.

March

Youth Options due March 1

Parent/Teacher Conferences March 16, in a.m.

CASTLE Reviews and letters

NEWLASS interviews

Status letters at 6-week marking period

2007-08 calendar items

Scheduling

Master schedule built
Schedule run, conflicts resolved

April

ACT April 14
12-week status letters, co-copy Principal on seniors
E-mail Principal and Secretary to the Principal with any non-graduating seniors.
Keep a running list.
AP Test ordering and preparation
Youth Options – approval and applications to colleges
Summer School Prep
Contracts
Forms
GOAL contracts
Senior Awards Night preparation
Scheduling
Resolve conflicts

May

AP Testing and processing
Senior Awards Night-non-district administered awards are presented by owners of the awards
Demographic data on applicants and awardees is entered into data base and reviewed for trends.
Summer school registration and finalization
CTEERS Report
Order PSAT for next year
2007-08 timeline

Scheduling

ELL
Special Ed (IEP's)
CASTLE
Resolve conflicts - balance
Hand out in class meetings