

## **2011-2012 Timeline for Middle School Counselor College and Career Ready Activities**

### **Introduction**

The following timelines suggested for middle school counselors are intended to serve as a guide to assist in planning guidance, counseling, and advisement activities for the school year. The suggested timelines are based on effective school counselor activities from across the state and national successful school counselor program examples. Several of these activities are based on requirements of the HB 400 (BRIDGE) legislation that must be incorporated into the school counseling program. A number of activities are repeated to account for the differences in local system schedules and thus may or may not be conducted in the identified months on the activity list.

**Note:** The required BRIDGE activities are identified with an asterisk. (\*)  
The required College Credit Now (Dual Enrollment) activities are identified with a double asterisk. (\*\*)

### **August**

- Develop and present a Professional School Counselor Program and a Plan of Action services to middle school students, administrators, all teachers, and parents that include BRIDGE legislation implementation to highlight guidance, counseling, career interests, and advisement services.
- Consult with the teacher advisor (if applicable) to coordinate guidance and advisement activities.
- Evaluate student transcripts and assist in scheduling.
- Ensure all students including Exceptional Education, Accelerated Learner and At-Risk students have created a selected on-line career information system account that meets their educational and career goals that are identified in their Individual Graduation Plan (IGP) and IEP.\*

### **September**

- Provide information to parents and students regarding career interest inventories and assessments and the selected on-line student career information accounts.\*
- Inform parents, guardians, and students of the time line, scheduling, and preparation of individual graduation plans necessary for eighth grade students.
- Continue to monitor the creation of student selected on-line career information system accounts.
- Evaluate student transcripts and assist in scheduling.
- Conduct appropriate counseling for “Closing the Achievement Gap” identified students.

## October

- Provide counseling, and advisement on career exploration, career pathways, and career interest inventories through classroom guidance activities to sixth, seventh, and eighth grades.\*
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.\*
- Assist students complete any on-line student accounts that have not been created.\*
- Provide individual counseling as needed.
- Team and consult with counselor supported teacher advisor with classroom activities (if applicable). Video: “**Making the Georgia Connection** “(for parents) or ‘**Making the Georgia Connection**” (for students).
- Team and consult with CTAE teacher to provide classroom guidance for middle school career development activities that help meet the Middle School Performance Standards.
  1. Sixth Grade Career Awareness
  2. Seventh Grade Career Discovery
  3. Eighth Grade Career Management
- Begin eighth grade individual parent and student conferences to develop Individual Graduation Plan (**Must be completed before the end of second semester of eighth grade**).\*
- Collaborate and meet with counselors of feeder high schools for transition planning.
- Conduct appropriate counseling for “Closing the Achievement Gap” targeted students.
- Conduct guidance and counseling to students on issues such as diversity, bullying prevention, and peer relationships.

## November

- Continue with classroom guidance and advisement activities
- Continue with group guidance and individual counseling.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.
- Continue with eighth grade individual parent and student conferences to develop individual graduation plans (**Must be completed before the end of second semester of eighth grade**).\*
- Prepare high school transition activities with eighth students.
- Team and consult with counselor supported teacher advisor with classroom activities (if applicable). Video:” **Making the Georgia Connection**” (for students).
- Provide information to eighth grade parents and students regarding Dual Enrollment opportunities.
- Conduct guidance and counseling to students on issues such as diversity, bullying prevention, and peer relationships.

## December

- Continue classroom guidance and individual counseling.
- Review summary of selected on-line career information system reports for data reporting and to identify any students who have not completed an Individual Graduation Plan.\*
- Review and assess counselor supported teacher as advisor activities with teacher advisor (if applicable).
- Ensure, review, and evaluate student on-line career information system account data necessary for reporting.\*

## January

- Continue with eighth grade parent and student conferences to develop Individual Graduation Plans. **(Must be completed before the end of second semester of eighth grade).\***
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.\*
- Continue with group classroom guidance and individual counseling.
- Team and consult with counselor supported teacher as advisor with guidance and advisement activities on middle school career development topics (if applicable). Video: “**Paying for Postsecondary Education** (for parents).
- Share College Credit Now (Dual Enrollment) information to eighth grade students.\*\* **Note: (April 1<sup>st</sup> Deadline!).**
- Evaluate student transcripts and assist in scheduling.

## February

- Review, conduct, and complete appropriate follow up with eighth parents and students who have not scheduled for individual counseling appointments for development of individual graduation plans. **(Must be completed before the end of second semester of eighth grade).\***
- Consult and coordinate with school social worker for follow up assistance with parents and students with attendance related issues.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.\*
- Team and collaborate with counselor supported teacher advisor in advisement activities (if applicable).
- Collaborate and meet with counselors of feeder high schools for transition planning.\*
- Conduct appropriate counseling for “Closing the Achievement Gap” identified students.
- Share College Credit Now (Dual Enrollment) information to eighth grade students.\*\* **Note: (April 1<sup>st</sup> Deadline!).**

## March

- Consult with parents of students with academic and career interest deficiencies.
- Prepare high school transition activities with eighth students.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.\*
- Collaborate and meet with counselors of feeder high schools for transition planning.\*
- Continue individual or group guidance and counseling activities.
- Conduct guidance and counseling to students on issues such as diversity, bullying prevention, and peer relationships.
- Assist with the planning for statewide test administration.
- Review and conduct appropriate follow up with eighth parents and students who have not scheduled individual counseling appointments for development of individual graduation plans. **(Must be completed before the end of second semester of eighth grade).\***
- Provide information to 8<sup>th</sup> grade parents and students regarding Dual Enrollment opportunities.
- Share College Credit Now (Dual Enrollment) information to eighth grade students.\*\*
- **Note: (April 1<sup>st</sup> Deadline!).**

## April

- Assist with statewide testing activities.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.\*
- Review and analyze post “Closing the Achievement Gap data.
- Share College Credit Now (Dual Enrollment) information to eighth grade students.\*\*

## May

- Review summary of selected student on-line career information system reports for data reporting to identify any students who have not completed an Individual Graduation Plan.\*
- Review and finalize student re-enrollment for next year.
- Meet with school administration to discuss and review results of Plan of Action and School Counseling Program data and BRIDGE data.
- Submit required student on-line career information system account data to DOE.