

Sample Guidance and Activity Log

Curriculum	Individual Student Planning	Responsive Services Intervention Prevention	System Support and Leadership	Non-counseling	Closing the Achievement Gap Results
<p>Consists of a written instructional program that is comprehensive, preventive, and proactive. Designed to facilitate the systematic development and delivery of activities to every student. Planned activities that include implementation of BRIDG, Student Advisement, HB 186, and HB 713.</p>	<p>Consists of coordinating ongoing activities designed to help individual and small groups of students establish personal goals and develop future plans and monitor their own progress for college and career readiness. Includes the College and Career Readiness Performance Index (CCRPI) indicators.</p>	<p>Services to meet immediate needs and unplanned activities. Can include crisis counseling, bullying prevention, and other types of interventions.</p>	<p>Management activities that establish, maintain, and enhance the total school counseling program.</p>	<p>Administrative duties or other duties as assigned.</p>	<p>Results that use data to measure the impact of change in Academics, Behavior, and Attendance.</p>

Time % =	Time % =	Time % =	Time % =	Time % =	Time % =
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Guidance and Counseling Activity Log

Recommended Time Allocations	Middle	High School
Guidance Curriculum	25-35%	15-25%
Individual Student Planning	15-25%	25-30%%
Responsive services	30-40%	25-35%
System Support	10%	10%
Non Program	5%	5%

The [Guidance and Activity Log](#) is designed for school counselors to use as a source of data collection and assessment of their guidance and counseling programs. This is a suggested timeline structure, and is designed for school counselors to assist in improving with time on task analysis. It is also useful for determining where more educational support may be needed. Please remember that these are only recommended time allocations. The report should align with your program goals and objectives. The following standards should be addressed in the log.

- **Academic** – standards or competencies that serve as a guide to implement strategies and activities that support and maximize student learning that promotes academic achievement.
- **Personal/Social/Emotional** - standards or competencies to provide the foundation for personal, social, and emotional growth, skills to interact with others that contribute to academic success.
- **Career Development** – standards or competencies to provide the foundation for acquiring the skills, attitudes, and knowledge that enable students to make appropriate postsecondary and transition from school to work.

Delivery System

Guidance Curriculum- Consists of a written instructional program that is comprehensive, preventive, and proactive. The curriculum is designed to facilitate the systematic delivery of activities to every student.

Activity examples:

- Classroom guidance
- Group guidance
- Intentional guidance
- Advisement
- Registration guidance
- Grade level transition planning
- Group activities

- Parent Workshops
- Interdisciplinary curriculum
- Development and refinement of guidance and counseling curriculum
- Working with teachers to integrate guidance competencies with instructional themes
- Other

Individual Student Planning -Consists of coordinating ongoing activities designed to help individual students establish personal goals and develop future plans and monitor their own progress.

Activity examples:

- Individual or small group counseling
- Appraisal (analyzing and evaluating students' interests, abilities, skills, and achievement)
- Advisement planning personal, educational, and occupational goals
- Promotion/Retention information
- Career planning
- Interest Inventories
- RTI/SST Meetings
- Other

Responsive Services and Intervention/Prevention- Services that are performed to meet immediate needs and concerns of students and parents.

Activity examples:

- Counseling
- Consultation
- Referral
- Peer facilitation (mediation, conflict resolution, tutors, mentors)
- Individual Counseling (Solution or Brief Counseling)
- Group Counseling
- Crisis Management

- Grief counseling
- Family concerns
- Violence/Abuse
- Suicide prevention
- Drug Abuse
- Bullying Prevention
- Other

System Support- Management activities that establish, maintain, and enhance the total school counseling program and should include collaboration with stakeholders.

Activity examples:

- Professional Development
- Consultation
- Community Relations
- Public Relations
- Advisory Councils
- Committees
- SST
- Program Management
- Accountability and Data Analysis
- Other

Non-counseling Activities- activities that take away from the mandated time required for counseling services with students and parents. Excessive non-counseling activities could have a negative impact by not having enough time on intervention strategies that could help with school completion.

Activity examples:

- Master Schedule Duties
- Testing Coordination
- Discipline actions
- Consistent Classroom coverage

- Clerical responsibilities and record keeping
- SST Management
- Working with one student at a time in a limited therapeutic clinical mode
- Excessive data entry

Closing the Achievement Gap – results that have demonstrated improved student achievement.

Results Categories:

- Attendance Improvement
- Behavior Improvement
- Academic Improvement
- School Climate Improvement
- School Safety Improvement
- Graduation Improvement
- Career Awareness Development
- CCRPI
- Career Development Activities
- Other