

2011-2012 Timeline for High School Counselor College and Career Ready Activities

Introduction

The following timelines suggested for high 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) is identified with a double asterisk. (**)

August

- Develop and present a Professional School Counselor Program and a Plan of Action to high school students, administrators, teachers, and parents that include BRIDGE legislation implementation to highlight guidance, counseling, career interests, and advisement services.
- Ensure all students including Exceptional Education, Accelerated Learner and At-Risk students have created an on-line career information system account that meets their educational and career goals identified in their Individual Graduation Plan (IGP) and IEP.*
- Review summary of selected on- line career information system reports to identify any students who have not completed an Individual Graduation Plan.* (New or transfer students)
- Assist faculty in interpreting last year's test scores and implications for new school year.
- Assist principal and teachers with appropriate class placement.
- Use data collected at the school site to plan guidance curriculum and closing the achievement gap activities.
- Evaluate student transcripts and assist in scheduling.
- Publicize the registration information and testing dates of college admission tests.
- Complete ninth grade student and parent Individual Graduation Plan conference schedule and give schedule to faculty. *
- Team and collaborate with CTAE teachers to plan postsecondary career planning activities and classroom guidance activities.
- Check to verify all College Credit Now (Dual Enrollment) students, including Move On When Ready (MOWR) are still enrolled and attending their participating college classes.

September

- Begin ninth grade parent and student Individual Graduation Plan conferences.*
- Identify the needs of At-Risk, Accelerated Learner, ELL, and Exceptional Education students.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Send out Senior Letters to parents/guardians to review individual graduation plans, graduation requirements and postsecondary planning.*
- Inform students of available PSAT, SAT, and ACT test preparation workshops and test dates.
- Team and collaborate with counselor supported teacher as advisor with classroom guidance activities on college and career readiness and postsecondary planning that meet and align with Individual Graduation Plans (if applicable).
- Coordinate school visits with CTAE teachers (if appropriate) for postsecondary, employers, and military representatives.
- Conduct individual or group counseling (continuous).
- Provide information on Dual Enrollment and Move On When Ready (MOWR) for college and career planning. **Note: (April 1st Deadline!).**
- Provide Work Ready Assessment test information to seniors.
- Participate in the Office of Civil Rights (OCR) Compliance Reviews (if applicable) to ensure federal program compliance.
- Evaluate student transcripts and assist with scheduling.
- **Note: September 17: Complete Dual Enrollment Verification Checkpoints**

October

- Participate and consult with counselor supported teacher as advisor activities (if applicable) to implement college and career planning for ninth grade students. Video: “**Keep On Going**” or “**College Credit Now**” (for parents).
- Provide guidance and counseling for ninth, tenth, and eleventh grade students and parents who may need extra support in completing individual graduation plans.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Continue with individual ninth grade individual graduation plan counseling sessions with students and parents.*
- Conduct classroom guidance sessions on school climate issues such as for substance abuse, bullying prevention awareness and diversity.
- Schedule a “College Credit Now (Dual Enrollment) Check Week” to review student’s academic progress.**
- Participate in the Office of Civil Rights (OCR) Compliance Reviews (if applicable) to ensure federal program compliance.
- Conduct appropriate counseling for “Closing the Achievement Gap” identified students.
- Coordinate with CTAE teachers for Work Ready Assessment testing logistics.
- Conduct guidance and counseling sessions with students on issues such as diversity, bullying prevention, and peer relationships.

November

- Send out senior letters to review postsecondary planning, career options, electronic portfolios, and other next steps after graduation.*
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Continue with individual ninth grade individual graduation plan counseling sessions with students and parents.*
- Process college applications and recommendations.
- Conduct guidance and counseling sessions with students on issues such as diversity, bullying prevention, and peer relationships.
- Participate and consult with counselor supported teacher as advisor activities (if applicable) to implement college and career planning for 9th grade students. Video: “**Making the Georgia Connection**” or “**College Credit Now** (for students).
- Check to verify all College Credit Now (Dual Enrollment) students, including Move On When Ready (MOWR) are still enrolled and attending their participating college classes.

December

- Provide information to ninth, tenth, eleventh, and twelfth grade students regarding College Credit Now (Dual Enrollment) and Move On When Ready (MOWR).
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Continue with college recommendations.
- Participate and consult with counselor supported teacher as advisor activities (if applicable) to implement college and career planning and individual graduation plans. Video: “**Keep On Going**” (for parents)
- Provide information regarding the last national test administrations.
- Participate in the Office of Civil Rights (OCR) Compliance Reviews (if applicable) to ensure federal program compliance.

January

- Complete any new or left over ninth grade individual parent and student postsecondary planning.
- Review summary of selected on-line career information to identify any students who have not completed an Individual Graduation Plan.*
- Check to verify all College Credit Now (Dual Enrollment) students are still enrolled and attending their participating college classes.**
- Provide information to ninth, tenth, and eleventh grade students regarding College Credit Now (Dual Enrollment) and Move On When Ready (MOWR).** **Note: Must be completed by April 1.**
- Evaluate student transcripts and assist in scheduling.
- Conduct classroom guidance sessions on school climate issues such as substance abuse, bullying prevention and diversity.

February

- Review and conduct appropriate follow up with ninth grade parents and students who have not scheduled individual appointments to complete individual graduation plans.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Send senior letters to parents and students for final review.
- Conduct senior small group MOWR advisement and counseling sessions.
- Make announcements regarding scheduling appointments for Dual Enrollment and MOWR planning.
- Complete senior checklist for postsecondary choices next steps.
- Complete final ninth grade individual parent and student postsecondary planning meeting.*
- Meet with eleventh grade students to review their Individual Graduation Plan.*
- **Note: January 17: Complete Dual Enrollment Verification Checkpoints**

March

- Participate and consult with counselor supported teacher as advisor activities to implement college and career planning.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Send senior letters to parents and students for final review.
- Continue senior small group individual graduation plan guidance sessions.
- Meet with eleventh grade students to review their Individual Graduation Plan.*
- Provide information to ninth, tenth, and eleventh grade students and meet with them regarding college Credit Now (Dual Enrollment) and Move On When Ready (MOWR). **** Must be completed by April 1.**

April

- Verify that all ninth, tenth, and eleventh grade students have received the necessary information regarding College Credit Now (Dual Enrollment) and MOWR.**
- 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.*
- Assist with statewide test preparation and interpretation.
- Review and analyze post “Closing the Achievement Gap data.

May

- Provide information to students regarding high school and college-level summer classes.
- Review summary of selected on-line career information system reports to identify any students who have not completed an Individual Graduation Plan.*
- Review Plan of Action to assess what was completed.
- Submit required student selected on-line career information system account data to DOE.
- Review completed transcripts for accuracy.