

APPENDIX K

SCHOOL COUNSELING PROGRAM CALENDAR

This calendar has been provided to assist you in planning your program, as well as daily and monthly activities for support services. Use it as an example to follow in tailoring your individual calendar.

Summer

- Establish counselor calendar for building/district
- Create and/or update counselor web page
- Attend summer conferences and workshops
- Meet and register new students
- Evaluate transcripts for placement
- Develop goals and objectives for the year
- Write classroom lesson plans to introduce yourself to students
- Check child protective services for update
- Check for updates regarding the Board of Regents and SD Dept. of Education graduation requirements
- Renew membership in SDCA and SDSCA

September

- Establish a *Counselor Corner* in student paper
- Introduce yourself to parent organization
- Assist in class/schedule changes
- Start classroom units or visit classes
- Develop and maintain contact log
- Join professional organizations
- Serve on task forces/committees
- Attend Fall School Counselor Workshop and SDSCA Counselor Connections Workshop
- Participate in orientation for new students and parents
- Participate in back-to-school night/open house
- Prepare school counseling pamphlets
- Review Personal Learning Plans
- Introduce Senior Projects
- Coordinate testing dates (PLAN, PSAT, ASVAB, SDCAP, EXPLORE)

October

- Prepare and develop classroom units
- Begin or continue student group sessions
- Plan public relations activities
- Administer statewide standardized testing: writing assessment
- SAT/ACT registration and testing
- Early acceptance for college scholarship
- Attend college fairs/ career fairs
- Plan for completion of the Matchmaker assessment within SDMyLife for all 8th and/or 9th graders. Prepare for PLAN, PSAT, & ASVAB

November

- College applications/scholarships to mail
- SAT/ACT testing and registration
- Check ASCA web site for monthly activities
- Career awareness month activities

December

- Plan activities for National Counselor's week (held in Feb.)
- Plan and hold a FAFSA night for parents
- SAT/ACT registration and testing
- College applications and recommendations due
- Develop/improve classroom units for second semester
- Check transcripts of seniors for graduation purposes

- Complete registration for SDCA Conference

January

- Scholarship applications due
- Complete FAFSA forms
- Introduce Personal Learning Plans—8th grade
- Plan for completion of the Ability Profiler –10th grade
- Start planning transition activities

February

- National School Counselor's week
- Help plan registration process
- SAT/ACT testing and registration

March

- Continue classroom units/lessons
- Parent-Teacher Conferences
- Boys and Girls State Representatives selected
- Prepare for Dakota Step testing window

April

- Attend SD Counseling Association Conference
- Begin transition process for students
- Prepare for graduation
- Prepare for awards night

May

- Finalize class registrations
- Complete scholarship list
- Final transcript requests
- Update records
- Prepare for closure of groups
- Preparation for graduation
- Evaluate year and plan for next year

Ongoing

- Make pertinent articles and research available to staff
- Keep accurate, confidential log
- Prepare classroom units
- Attend parent conferences
- Keep administration informed of activities
- Contact students at risk
- Plan public relations activities
- Advisor/advisee activities
- Character education activities
- Attend IEP meeting
- Parent education activities
- Staff development consultation
- Write counselor article for parent newsletter
- Parent-Teacher Conferences
- Student Interpretation of assessments
- Contact parents of students at risk
- Attend IEP meetings for annual review
- Update Personal Learning Plans
- Check Scholarship deadlines and availability