

The Ultimate Prompt Vault for School Counselors

A vault of high-leverage AI prompts designed to save time and simplify complex tasks. All prompts are made using [Gruvy Education's Role, Action, Format, Context Framework](#).

How to use this resource:

First, open [ChatGPT](#) or [Gemini](#). Then, look through the resource and find a prompt you want to use. Copy the prompt and paste it into ChatGPT or Gemini. Replace anything written in [brackets] with your own information. Once that's done, send it through to get your result.

Always remember, never send any student names or ID numbers to AI tools.

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1. 🧠 Summarize Student Needs From Referral Forms

Prompt:

"Act as a school counselor reviewing student referrals. Based on the notes below, create a 1-paragraph summary of the student's need. Include:

- 1) Key concern(s)
- 2) Possible contributing factors
- 3) Suggested focus for support

Write in clear, professional language that I can paste into my notes or share with a team.

Referral notes: [Paste teacher or parent referral text]"

2. 📅 Plan a Tiered Counseling Schedule That Hits Everyone

Prompt:

"Act as a K–12 school counselor who needs to build a counseling support schedule for the next 4 weeks. Include:

- 1) Weekly small-group themes
- 2) Check-ins for Tier 2 students
- 3) Open office blocks
- 2) One flexible time for emergency or teacher-requested meetings

Also include 1–2 system-level tasks per week (e.g., SEL lessons, data review, teacher consults).

I work with: [Insert grade range and student count]"

3. 🕒 Draft a Social-Emotional Lesson Plan in Minutes

Prompt:

"Act as a school counselor writing a social-emotional mini-lesson. Create:

- 1) A short intro or question to grab attention
- 2) One main activity or story
- 3) A quick discussion prompt
- 4) One wrap-up or reflection option

Here is the context you need to do this:

- Topic: [Insert SEL skill or issue - e.g., self-regulation, empathy, test anxiety]
 - Grade: [Insert grade]
 - Length: [Insert how many minutes]"
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4. Rewrite a Message to a Parent About Sensitive Issues

Prompt:

"Act as an experienced classroom teacher who communicates with parents in a way that is clear, respectful, and calm, even when discussing difficult topics. You never upset the parent and always frame it in a way that the parent will not feel we are being off-putting. Take the message below and rewrite it to share with a parent. Make sure it:

- 1) Is not alarming
- 2) Communicates care and support
- 3) Suggests a next step if needed

Here is the context you need to write this:

Student grade: [Insert grade]

Tone: [e.g., neutral, encouraging, firm but warm]

Here's what I want to say: [Insert bullet points or rough draft]"

5. Create a Quick Student Self-Check-In Form

Prompt:

"Act as a school counselor creating a 2-minute self-check form. Make it student-facing. Use friendly, age-appropriate language. Include 4–5 questions that ask about:

- 1) Mood
- 2) School experience
- 3) Support needs
- 4) One optional open response

This is for students at this grade level: [Insert grade level]"

6. Write a Quick Script for Crisis Grounding or Regulation

Prompt:

"Act as a school counselor helping a student regulate in the middle of a panic, meltdown, or shutdown. Write a short, step-by-step script I can read aloud during a 2–3 minute grounding exercise. Use calm language. Avoid "you should" statements. Here is the information you need to write this:

- Student grade: [Insert grade]
 - Support need: [e.g., anxiety, anger, overwhelm, shutdown]"
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7. Write a Letter of Recommendation or College Reference

Prompt:

"Act as a school counselor writing a letter of recommendation. Write a professional, sincere, and clear letter of 3–4 paragraphs using the info below:

Grade: [Insert grade]

Intended program/college/scholarship: [Insert name]

Strengths: [List 3–4 strengths or examples]

Relationship to me: [e.g., worked together in individual counseling, member of XYZ club]"

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8. Turn Behavior or Attendance Data Into a Talking Point

Prompt:

"Act as a data-informed school counselor. Look at the data below and write a short summary I can use in a meeting or email. Include:

1) One strength or improvement

2) One area to monitor

3) A possible next step

Here is the data:

- Student grade: [Insert grade]

- Data: [Paste attendance, behavior, or engagement notes]"

9. Draft a Script for a Classroom Visit on a Hot Topic

Prompt:

"Act as a school counselor visiting a [grade]-grade classroom to talk about [Insert topic - e.g., bullying, respect, rumors, stress]. Write a short 5–7 minute script that includes:

1) A simple definition

2) One student-friendly story or analogy

3) One question to ask the class

4) One action step or takeaway"

10. 💡 Generate a Quick Menu of SEL Supports for a Teacher

Prompt:

"Act as a school counselor supporting a [grade]-grade teacher with classroom SEL strategies. The teacher describes a student as: [Insert behavior - e.g., defiant, withdrawn, dysregulated]. Create a simple menu of 4–5 Tier 1 classroom-based supports the teacher can try. Format as a short handout with the following sections:

- Strategy
 - When to use it
 - Why it helps"
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