

Monthly School Counseling Tasks Calendar
DRAFT Administrator Check-In Tool **TEMPLATE**

✓	BEFORE THE START OF THE SCHOOL YEAR	Contact Person
	Published districtwide AND school site school counseling annual calendar (for administration, staff, families, & students to view)	
	Completed Tier 1 core curriculum and Tier 2 action plans for the school year	
	Completed Annual Agreement (one per counselor - please sign it and return to them)	
	Staff presentation about the school counseling program (including SMART goals, Tier 1 core curriculum action plan, Tier 2 action plan, and other program activities for the school year, as well as results from the previous year)	

✓	AUGUST/SEPTEMBER (First Month of School)	Contact Person
	Widely publicize school counseling program , academic support programs, college/career programming, and social/emotional interventions and the plan for targeting underrepresented populations/families	
	Scheduled “data day” for reviewing grades, behavior, attendance, and other relevant data and determining which students qualify for interventions	
	Completed lesson plans and corresponding pre-post tests (aligned with SMART goals) that will be delivered this school year	

✓	OCTOBER	Contact Person
	Scheduled “data day” for reviewing Quarter 1 data (grades, behavior, attendance, and other relevant data) and determining which students qualify for interventions	

✓	NOVEMBER	Contact Person
	Report of students eligible for Tier 2 interventions and the schedule for those interventions	
	Tier 1 core curriculum accountability sheet for Quarter 1 (what lessons were presented, to whom, and any results)	
	Plan for assisting all students in updating their 4-year plans (high school) and 6-year plans (middle school)	

✓	DECEMBER	Contact Person
	Implementation of school counseling annual calendar items	

✓	JANUARY	Contact Person
	Tier 1 core curriculum accountability sheet for Quarter 2 (what lessons were presented, to whom, and any results)	
	Scheduled “ data day ” for reviewing Semester 1 data (grades, behavior, attendance, and other relevant data) and determining which students qualify for interventions	
	Report of students eligible for Tier 2 interventions and schedule for those interventions	
	Plan for National School Counseling Week activities (including a flashlight presentation to educate stakeholders about the school counselor’s role and impact on students from the Fall curriculum/interventions)	
✓	FEBRUARY	Contact Person
	Implementation of National School Counseling Week activities (including a flashlight presentation to staff and other stakeholders)	
✓	MARCH	Contact Person
	Scheduled “ data day ” for reviewing Quarter 3 data (grades, behavior, attendance, and other relevant data) and determining which students qualify for interventions	
	Report of students eligible for Tier 2 interventions and the schedule for those interventions	
✓	APRIL	Contact Person
	Tier 1 core curriculum accountability sheet for Quarter 3 including which lessons were presented, to whom, and any results	
✓	MAY	Contact Person
	Implementation of school counseling annual calendar items	
	List of students not on-track for college and career readiness and the supports/interventions that are being implemented	
✓	JUNE	Contact Person
	Tier 1 core curriculum accountability sheet for Semester 2 (what lessons were presented, to whom, and any results)	
	Scheduled “ data day ” for reviewing Semester 2 data (grades, behavior, attendance, and other relevant data) (all schools)	
	Report of students eligible for Tier 2 interventions and schedule for those interventions for the Fall semester	
✓	SUMMER	Contact Person
	Relax, refuel, engage in self-care, and don’t check email or do any work for a period of time! :)	ALL