

Annual Calendar Template

School: Lee's Summit High School

Academic Year: 2025-2026

Month	minimum of 80% of time is recommended		minimum of 20% of time or less is recommended	0& recommended
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i> <i>Includes Curriculum, Individual Student Planning and Responsive Services</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	System Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>	Non-School Counseling
Ongoing Services	Individual Counseling Small Groups New Student Registration 504/IEP Meetings Consult with Parents New Enrollments Monthly Counselor Connections in Cafe	Intervention Team Weekly meetings Scholarship Nominations 9-12 Academic Monitoring Consult with Teachers Counseling Newsletter Post-secondary transition support	Weekly Department Meeting Monthly District Counseling Meeting Website and Schoology Updates	
August	New Student Enrollment Back to School Night Freshman Student Services Orientation Lesson Schedule Corrections	Review all student schedules and class roster; verify summer school completion; complete documentation for summer graduates Graduation Progress	Review of Student Handbook; order FAFSA, ACT, and MDHE publications. Review website. Master Schedule /Review Signs of Suicide presentation to staff	
September	Senior Post-Secondary Planning Lesson Schedule Corrections Parent Lunch and Learn	Transcript Review Senior Academic Planning/Letters At-Risk Identification Monitor Senior College Applications in Schoolinks	PSAT planning AVID Field Trip Planning Greater KC SC Association-ELL presentation	

		Send Senior Transcripts in Schoollinks Advisory Council		
October	Parent/Teacher Conferences PSAT AVID College Field Trip Freshman Intervention Group Halloween Lunch/Coping Skills Activity New Student Group FAFSA Frenzy	Monitor Senior College Applications in Schoollinks Send Senior Transcripts in Schoollinks		
November	Career/Tech Ed Center Visits 10-11 grades Junior Career Presentation Freshman Intervention Group AVID College Field Trip KC Scholars info session Parent Lunch and Learn	Review semester 2 schedules Monitor Senior College Applications in Schoollinks Send Senior Transcripts in Schoollinks	Signs of Suicide presentation to staff Collab with LMC for Lunch and Learn MSCA	
December	Freshman Intervention Group LSEF Application Workshop Sophomore/Junior CTE Presentation Cafeteria Connection	Review semester grades Monitor Senior College Applications in Schoollinks Send Senior Transcripts in Schoollinks	Attendance Appeals	
January	8th grade Lesson 8th Grade Parent Night Cafeteria Connection Junior Enrollment Meetings Freshman Intervention Group	Senior Credit Letters Monitor Senior College Applications in Schoollinks Send Senior Transcripts in Schoollinks	Enrollment- Advisory and Teacher lessons Master Schedule Meeting with admin	
February	8th Grade Course Request Checks Enrollment Conferences Sophomore Enrollment Checks Freshman Enrollment Checks	Senior Credit Letters Monitor Senior College Applications in Schoollinks Send Senior Transcripts in Schoollinks	Support Admin with Master Schedule GKSCA Spring PD Meeting	

	Plan your Path Day Student Dignity Team Mtg Career/Enrollment Lessons 9-12		Dignity Team	
March	New Student Group Senior Adult Presentation Off-Campus Program Admittance Indiv Meetings AVID Field Trip Freshman Intervention Group	Coordinating with Off Campus programs for student placement Monitor Senior grades	Support Admin with Master Schedule Presentation CEC Meeting Secondary Curriculum mtg Off-Campus Endorsement Meeting	
April	Individual Schedule Corrections AVID Field Trip	Coordinating with Off-Campus Programs for student placement Monitor Senior grades	Support Admin with Master Schedule PowerSchool Training CEC Meeting Spring Advisory Council	
May	Senior Check out Individual Schedule Corrections	Summer School Letters		

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support