

High School Counseling Timeline

August / September

Counselors:

- Meet new transfer students and families, create schedules, give tours of the buildings.
- Attend 9th grade orientation and meet with incoming 9th graders to adjust schedules as needed.
- Meet with existing students in all grade levels to process schedule change requests.
- Meet with students as needed to address academic progress and social emotional adjustment.
- Meet with parents as needed and/or requested.
- Meet with seniors in multiple extended homerooms to discuss the college application process.
- Host a financial aid night for junior and senior parents.
- Review senior transcripts and prepare final transcripts for college submission.

High School Counseling Timeline

October/November

Counselors:

- Meet with students in 9th and 10th grade group level meetings to discuss: academic achievement, social involvement, academic support and the importance of making good decisions.
- Meet with students as needed to discuss 1st quarter progress reports and report cards.
- Progress monitoring continues and schedules are adjusted as needed.
- Request and attend Instructional Support Team (IST) meetings.
- Administer the PreAct to 10th graders and the PSAT to 11th graders.
- Meet with the 11th graders in a group meeting to discuss the college search process.
- Meet with seniors to assist with the college application process.
- Host a senior parent meeting to discuss the college application process.
- Process transcripts, write letters of recommendation, and submit documentation to colleges.
- Host college representatives individually and at mini on-site college fairs.

High School Counseling Timeline

December / January

Counselors:

- Meet with 9th, 10th and 11th graders in group meetings to discuss the scheduling process for the following year.
- Review progress reports and 2nd quarter report cards.
- Adjust schedules as needed, request and attend IST meetings and attend IEP meetings.
- Return PSAT results to juniors and discuss the process for registering for the SAT and ACT.
- Return PreACT results to students/parents.
- Push into the 11th grade classrooms and educate the students on Naviance Student.
- Host a Junior parent meeting to present information on the college process.
- Process senior transcripts, write letters of recommendation, and submit documentation to colleges.
- Meet with seniors to discuss Early Decision notifications.

High School Counseling Timeline

February/ March

Counselors:

- Conduct individual scheduling meetings with every student in grades 9 to 11.
- Review 3rd quarter progress reports.
- Organize and provide a bus trip to BOCES to explore CTEC.
- Remind juniors to register and take the SAT and ACT.
- Conduct individual college planning meetings with all 11th graders (these run through early May).
- Attend CSE meetings.
- Host a RCC free application day for seniors.
- Host individual visits from colleges.
- Send midyear reports for all seniors to all of the colleges to which they have applied.

High School Counseling Timeline

April / May

Counselors:

- Work with seniors on final decisions for college.
- Review senior transcripts, grades and diploma types for graduation.
- Continue individual college planning meetings for all 11th graders.
- Host an admissions representative panel discussion for 11th grade students and parents.
- Host a spring college fair.
- Review 3rd quarter report cards.
- Collect final college decisions from seniors and update Naviance with student decisions.
- Resolve scheduling conflicts for all students in grades 9 through 12 for the following year.

High School Counseling Timeline

June / July

Counselors:

- Review all senior records.
- Finalize the transcripts.
- Prepare the diplomas.
- Submit final transcripts to colleges.
- Meet with students who failed a course.
- Proctor final exams.
- Complete summer school registrations.
- Modify student schedules based on failures.
- Meet new students and parents.