

Month	All Grades 9-12	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Aug	Enroll Transfer Students Schedule Changes	9 th Grade Registration	10 th Grade Registration	11 th Grade Registration	12 th Grade Registration
Sept	Enroll Transfer Students Schedule Changes Back to School Night			College Visits (CC Center)	Grad Checks mailed home Senior Meetings (OH) Senior Parent Coffee EA/Ed Letters of Rec Meetings College Visits (CC Center) Attend College Conferences
Oct	Progress Reports Counsel at-risk students SRT/SST/Parent Conf. Wellness Wednesday	Freshmen Parent Coffee	Career Assessments	PSAT Mock Admissions Night Financial Aid Night College Visits (CC Center)	National Merit Applications Financial Aid Night Mock Admissions Night College Application Workshops (Weds) Letters of Recommendation College Visits (CC Center)
Nov	Quarter Grades Counsel at-risk students SRT/SST/Parent Conf. Wellness Wednesday		Start Soph. Conferences Sophomore Parent Coffee 10 th Grade Guidance Lesson	College Visits (CC Center)	College Application Workshops (Weds) Letters of Rec meetings College Visits (CC Center) IVC Freshman Advantage Presentation (OH)
Dec	Progress Reports Counsel at-risk students Wellness Wednesday		Soph. Conferences	College Visits (CC Center)	Letter of Rec Meetings College Visits (CC Center) OCC Freshman Priority Presentation (OH)
Jan	Schedule Changes/Enroll transfers Final Semester Grades		Soph. Conferences		Letter of Rec Meetings
Feb	Progress Reports Counsel at-risk students SRT/SST/Parent Conf. Wellness Wednesday	9 th Grade Classroom guidance	Soph. Conferences ROP presentations	Junior Parent Coffee Financial Aid Night ROP presentations	Send Mid-year reports to Colleges IVC Parent Info Night Financial Aid Night
March	Quarter Grades Counsel at-risk students Wellness Wednesday	Freshmen Parent Coffee	Soph. Conferences Letters of Rec-Summer Prog	Junior meetings	OCC/IVC Senior Days
April	PACT & PSAT 9 ROP Career Fair Summer School letters mailed Summer School Registration Wellness Wednesday	9 th Grade Course selection *8 th Grade Family Night *8 th Grade Parent Coffee @ Rancho *8 th Grade Registration at middle schools	Soph Conferences SAT/ACT Combo Test Financial Aid Workshop	Junior meetings Enter 11 th grade courses	Counsel Seniors with college decisions At Risk senior letter sent
May	Final Progress Reports Counsel At-Risk students Wellness Wednesday	Enter 9 th Grade Courses	Finish Soph. Conferences Combo Test Scores back Finalize Course Selections	Finalize Course Selections	Collect Data/Create Senior Survey Senior Awards Night
June	Enrolling transfer students Adjust schedules	Collaboration with MS counselors			Meet with at-risk seniors/parents Final transcripts sent to Common App students
KEY	Enrolling/Scheduling	Parent Involvement/Contact/Events	College Preparation	Guidance/Class Presentations	Personal/Social Support