

Counseling Team Program (Counseling, College and Career, ROP)

Month	All Grades 9-12	9th Grade	10th Grade	11th Grade	12th Grade
Aug	Enroll Transfer Students Schedule changes	9th Grade Registration	10th Grade Registration	11th Grade Registration	12th Grade Registration
Sept	Enroll Transfer Students Schedule Changes Back to School Night			College Visits (CC Center)	Grad Checks mailed home Senior Parent Coffee Senior Meetings OH EA/ED Letters of Rec Meetings National Merit Applications Financial Aid Night College Visits (CC Center) Attend College Conferences
Oct	Progress Reports Counsel At-risk students SRT/SST/Parent Conf.	Freshmen Parent Coffee	PACT	PSAT Mock Admissions Night Counsel CAHSEE students College Visits (CC Center)	Mock Admissions Night College Application Workshops (Weds) College Visits (CC Center) EA/ED Letters of Rec Meetings
Nov	Quarter Grades Counsel At-risk students SRT/SST/Parent Conf.		PACT Scores back Career Assessment Sophomore Parent Coffee	College Visits (CC Center)	College Application Workshops (Weds) Letters of Rec Meetings College Visits (CC Center)
Dec.	Progress Reports Counsel At-risk students		Start Soph Conferences	College Visits (CC Center)	Letters of Rec Meetings College Visits (CC Center)
Jan	Schedule Changes/Enroll transfers Final Semester Grades	PPSAT	Soph Counseling PPSAT	PPSAT	Letters of Rec Meetings Send Midyear Reports to colleges
Feb	Progress Reports Counsel At-risk students SRT/SST/Parent Conf.	Freshmen Parent Coffee 9th Grade Classroom guidance 9th grade course selection HR	Soph Counseling ROP Presentations	ROP Presentations	Send Midyear Reports to Colleges Community College Info Mtg
March	Quarter Grades Counsel At-risk students		Soph Counseling Letters of Rec-Summer Prog CAHSEE	Junior Parent Coffee Junior Counseling Letters of Rec - Summer Prog	OCC/IVC Placement Testing OCC/IVC Senior Days
April	ROP Career Fair Summer School letters mailed Summer School Registration	**8th Grade Family Night, **8th Grade Parent Coffee ** 8th Grade Registration	Soph Counseling SAT/ACT Combo test Financial Aid Worshop	Junior Counseloing Financial Aid Workshop	Counsel seniors with college decisions
May	Final Progress Reports Counsel At-risk students	Enter 9th grade courses	Finish Soph Counseling Combo Test scores back	Finish Junior Counseling Enter 11th grade Courses	Collect Data/Create Senior Survey
June	Enrolling transfer students Adjust Schedules	**Collaboration with MS Counselors		Alumni Grad Panel	Senior class/HR visits if time permits Alumni Grad Panel Meet with At-risk seniors/parents
KEY	Enrolling/ Scheduling	Parent Involvement/Contact/Events	College Preparation	Guidance/Class Presentations	