Monthly Counseling Calendar

July	January
Academic: • Review Schedules • Monitor summer school applicants • Monitor the process of initial special education students • Respond to parental inquiries for transfer students • Respond to parental inquiries regarding retained students	Academic: • Meet with student in danger of failing for year. • Meet with students who are struggling academically • Create list for Child Study team of students • IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents
Career: Researching • Career Exploration Materials for Career Library • Review the Career Cruising Website	Career: • Discussing and assisting teachers with Career Cruising • Distribute and process MCTI applications
Personal/Social: • Respond to parent and student inquires and concerns	Personal/Social: • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Monitor new transfer students • Assist students in developing coping, relationship, and social skills
August	**February**
Academic: • Finalize students in the appropriate grade who have attended summer school and have achieved passing	Academic: • Meet with Parents during parent conferences to discuss student grades

grades • IEP Meeting • Consultation with School Psychologist • Consultation with Teachers and Parents • Monitor summer school applicants • Monitor the process of initial special education students • Respond to parental inquiries for transfer students • Respond to parental inquiries regarding retained students	• Send out letters for students who are academically struggling. • Meet with students who are struggling academically. • Meet with specific students who are failing • Attend Child Study Meeting • IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents
Career: • Researching Career Exploration Materials for Career Library. • Review the Career Cruising Website	**Career:** • Meet with MCTI staff to discuss students acceptance into 9th grade program • Discussing and assisting teachers with Career Cruising. • Distribute and process MCTI applications
Personal/Social: • Help parents with questions regarding academic placement and concerns about the upcoming educational year.	**Personal/Social:** • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Monitor new transfer students. • Assist students in developing coping, relationship, and social skills
September	**March**
Academic: • Disseminate John Hopkins information to potentially eligible students • Meet with students who are struggling academically.	**Academic:** • Meet with specific students who are failing. • Meet with students who are struggling academically. • Attend Child Study Meeting

• IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents	• IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents
Career: • Helping struggling student in developing career goals • Organize career materials for use in career exploration activities	Career: • Send out letters of acceptance to students for MCTI • Discussing and assisting teachers with Career Cruising • Distribute and process MCTI applications
Personal/Social: • Assist and Establish Groups through SAP • Help transitioning 5th to 6th graders adjust to Intermediate School • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills	Personal/Social: • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Monitor new transfer students • Assist students in developing coping, relationship, and social skills
October	**April**
Academic: • Meet with teachers to discuss potential Upward Bound Candidates • Meet with students who are struggling academically • IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents	Academic: • Meet with students who are struggling academically • Administer late and extended PSSAs. • IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents • Monitor struggling students
Career:	Career:

• Post on Good Morning JTL to students upcoming Open House for Monroe Career and Technical Institute • Discussing and assisting teachers with Career Cruising	• Discussing and assisting teachers with Career Cruising • Distribute and process MCTI applications
Personal/Social: • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Monitor 6th grade students Monitor new transfer students • Assist students in developing coping, relationship, and social skills	**Personal/Social:** • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Monitor new transfer students • Assist students in developing coping, relationship, and social skills
November	**May**
Academic: • Invite and set up meeting with Upward Bound Director to speak to student interested in applying • Meet with Parents during parent conferences to discuss student grades. • Send out letters for students who are academically struggling • Meet with specific students who are failing • Attend Child Study Meeting	Academic: • Meet with students who are struggling academically • Administer late and extended time Keystones • Meet with students who may need to think about summer school or another year in current grade • IEP Meeting • Weekly Team Meetings • Consultation with School Psychologist • Consultation with Teachers and Parents
Career: • Counselor organizes passwords for Career Cruising Web Site. • Discussing and assisting teachers with Career Cruising • Distribute and process MCTI applications	Career: • Distribute and process MCTI applications • Meet with MCTI director and special education teacher along with parents/case managers to organize students with IEPs attending MCTI for 9th grade program

	· Add copy of each 8th grade students Career Exploration Portfolio to student file – Future Goal
Personal/Social: · Assist and Establish Groups through SAP · Meeting with students in In-School Suspension on a regular schedule to discuss · Decision making skills · Monitor 6th grade students · Monitor new transfer students · Assist students in developing coping, relationship, and social skills	**Personal/Social:** · Meeting with students in In-School Suspension on a regular schedule to discuss · Decision making skills · Monitor new transfer students · Assist students in developing coping, relationship, and social skills
December	**June**
Academic: · IEP Meeting · Weekly Team Meetings · Consultation with School Psychologist · Consultation with Teachers and Parents · Monitor struggling students	**Academic:** · Finalize Cumulative End of Year Grades. · Meet Administration to determine outcomes for students who have failed · Meet/Speak with student and parents regarding retention/summer school options · IEP Meeting · Weekly Team Meetings · Consultation with School Psychologist · Consultation with Teachers and Parents · Monitor the process of initial special education students · Respond to parental inquiries for transfer students
Career:	**Career:**

• Distribute, collect, and processapplications for Monroe Career and Technical Institute 9th grade program • Print out Career Cruising information to attach to MCTI applications • Discussing and assisting teachers with Career Cruising	
Personal/Social: • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Monitor new transfer students. • Assist students in developing coping, relationship, and social skills	Personal/Social: • Meeting with students in In-School Suspension on a regular schedule to discuss • Decision making skills • Assist students in developing coping, relationship, and social skills