

Carroll County Schools

Planning Matrix for High School/Middle School Counselor

August

- Register/schedule new students
 - Request transcripts for all new students
 - New student support and acclimation
 - Initiate Permanent Record folder
 - Transcribe records
 - Immunization checklist
- Open House Complete testing for incoming credit from home school/non-accredited sites
- Distribute any "leftover" test results (Georgia Milestones) to students
- File any "leftover" test results (Georgia Milestones) in cumulative folders
- Plan September Advisement lesson
- Provide Advisement lesson training for teachers
- Prepare materials for "credit check" in September
- Set date for 9th Grade Parent Advisement Night (Sept.)
- Set date for 8th Grade Parent Advisement Night (Nov.)
- Administer On-line, Test-Out, and Re-test Georgia Milestones EOC
- Inservice all staff regarding changes in Advisement program
- Prepare rosters for GHSWT Main Administration
- Advertise deadline for September ACT test administration
- Prepare for 12th graders to attend system PROBE Fair.
- Set date for Fall Financial Aid Night
- Senior contacts
 - Advertise application deadlines
 - Organize and disseminate scholarship information
- Schedule "Senior Seminars"
 - Financial aid
 - Post-secondary Options
 - Work preparation/transitions
- Individual counseling
- Guidance newsletter
- Make sure summer school grades are posted
- Guidance orientation for new teachers
- Bulletin boards
- Plan first semester classroom guidance activities
- PSAT Reminder – Schools need early headcount since state is not paying for 10th graders.

September

- Plan 9th Grade Parent Advisement Night
- Conduct 9th Grade Parent Advisement Night
- Plan October Advisement lesson
- Provide October Advisement lesson training for teachers
- Conduct "credit check" through Advisement
- Middle School administers CogAT (Grade 6)
- Train Advisors for 10th Grade October conferences (including scheduling appointments)
- Train Advisors for 11th Grade 3-Semester Arena Advisement
- Plan logistics for arena advisement
- Follow-up on advisors calling to schedule advisement and conference appointments
- Update Career Center/establish hours of operation, etc.
- Administer On-line, Test-out, and Re-test Georgia Milestones EOC
- Prepare rosters for PSAT
- Advertise deadline for SAT/ACT applications
- Attend PROBE Fair
- Identify possible GHP candidates
- Train department heads and teachers on GHP criteria
- Register new students (see Aug.)
- Senior Seminars (cont'd. from August)
- Plan and/or conduct classroom guidance activities
- Individual counseling
- Facilitate use of Georgia Career Information System
- Schedule parent conferences resulting from Progress Reports
- Senior contacts
 - Advertise application deadlines
 - Organize and disseminate scholarship information

October

- Double-check with advisors to be sure all 10th grade parents have been contacted to schedule a conference
- Assist with 10th grade conferences as necessary
- Facilitate 11th Grade 3-Semester Plan Arena Advisement
- Confirm advisor appointments for 11th grade advisement
- Plan November Advisement lesson
- Provide November Advisement lesson training for teachers
- Confirm logistics for 8th Grade Parent Night (Nov.)
- Submit Graduation Ready Report for each Cohort
- Plan 8th Grade Parent Night (Nov.)
- Main Administration-GHSWT
- Administer On-line, Test-out, and Re-test Georgia Milestones EOC
- Administer PSAT
- Advertise deadlines for SAT/ACT applications
- Conduct school-level GHP interviews
- Finalize district GHP nominees and complete paperwork
- Plan and/or conduct classroom guidance activities
- Complete new Permanent Records for all 9th Grade students

November

- Plan 8th Grade Parent Advisement Night (HS)
- Conduct 8th Grade Parent Advisement Night (HS)
- Plan December Advisement lesson
- Administer On-line, Test-out, and Re-test Georgia Milestones EOC
- Provide December Advisement lesson training for teachers
- Preprepare rosters for Georgia Milestones EOC (Dec.)
- Advertise deadlines for SAT/ACT applications
- Continue "Senior Seminars" or classroom guidance
- Provide individual counseling as needed
- Georgia School Counselors Association Fall Conference
- Conduct parent conferences resulting from Progress Reports

December

- Facilitate Georgia Milestones EOC
- Plan January Advisement lesson
- Provide January Advisement lesson training for teachers
- Review RMTHS for additions and revisions
- Advertise deadlines for SAT/ACT applications
- Organize and disseminate scholarship information
- Provide "Test Talk" from GHSWT results
- Provide "Test Talk" from PSAT results

January

- Plan February Advisement lesson
- Provide February Advisement training for teachers
- Conduct 9th Grade classroom guidance on diploma choice
- Meet with MS Counselors to plan 8th Grade registration timeline
- Administer On-line, Test-out, and Re-test Georgia Milestones EOC
- Middle School administers 8th Grade Writing Assessment
- Submit Graduation Ready Report for each Cohort
- Advertise deadlines for SAT/ACT applications
- Set date for Spring Financial Aid Night
- Identify all Senior parents of students in danger of not graduating
 - Register new students
 - Request transcripts for incoming students
 - Provide new student support and acclimation
 - Initiate Permanent Records
 - Transcribe records
 - Immunization checklist
- Facilitate use of GCIS for Juniors seeking early acceptance
- Make sure Career Center materials are stocked and updated for Juniors
- Schedule individual conferences with Seniors in danger of not graduating
- New bulletin boards
- Begin planning for spring testing
- Schedule parent conferences resulting from report cards
- Initiate articulation process with the middle schools

February

- Plan March Advisement lesson
- Provide March Advisement lesson training for teachers
- Plan 9th Grade arena advisement for diploma choice/4-Year Plans
- Provide timeline for advisors to schedule advisement/conference appointments
- Administer GHSWT Re-test
- Administer On-line, Test-out, and Re-test for Georgia Milestones EOC
- Advertise deadlines for SAT/ACT applications
- Advertise information to Juniors regarding Spring college-day visits
- Run new rank and GP A for current Seniors
- Run preliminary HOPE list

March

- Plan April Advisement lesson
- Provide April Advisement lesson training for teachers
- Middle schools provide classroom guidance on RMTHS
- HS Counselors begin work with MS students for HS registration
- Conduct 9th Grade Arena Advisement for diploma choice/4-Year Plan
- Administer On-line, Test-out, and Re-test for Georgia Milestones EOC
- Submit Graduation Ready Report for each Cohort
- Determine schedule for Georgia Milestones EOC
- Advertise deadlines for SAT/ACT applications
- Provide a "credit check" /status report for all Juniors
- Schedule parent conferences resulting from Progress Reports
- Make final preparations for middle school articulation

April

- Complete 8th Grade HS registration
- Middle school administers Georgia Milestones EOG
- Georgia Milestones EOC Main Administration
- Prepare rosters for AP exams
- Advertise deadlines for SAT/ACT applications

May

- Return initial course requests to middle schools for review/corrections
- Advertise deadlines for SAT/ACT applications
- Middle School administers Georgia Milestones EOG Re-test
- Administer AP tests
- Develop list of pre-registered 8th graders for records check
- Determine potential Honor Graduates
- Determine students eligible for seals of endorsement
- Conduct summer school registration
- Complete and submit to Central Office all End-of-Year Counselor Reports