

Counseling Calendar and Services

August

- Review Aventa, BYU, and summer school grades and adjust schedules
- Update student worksheets & count credits
- Enroll students in Aventa
- Enroll new students and evaluate transcripts
- Make fall athletic schedule changes
- Resolve scheduling conflicts, balance classes, and keep teachers under their contractual student limit
- Present at New Parent Orientation Day
- Update website, School Profile, NMSC courses, A-G list, and all other documents

September

- Enroll new students and evaluate transcripts
- Adjust & balance student schedules
- Meet one-on-one with credit deficient 12th graders
- Enroll credit deficient 12th graders in Aventa, BYU, MSAC, or Santana
- Send ParentLink calls to parents of credit deficient 11th & 12th graders
- Begin 12th grade one-one-one college conferences
- Attend UC, CSU conferences
- Conduct classroom presentations to 10th & 12th graders on graduation & college entrance requirements
- Complete National Merit & Quest Bridge Applications
- Monitor students' 6 week grades (end of grading period 1)

October

- Counsel students with F's in required courses
- Personally call parents of credit deficient 12th graders
- Meet one-on-one with credit deficient 12th graders
- Send ParentLink calls to parents of 9-11th graders with 1 or more F's
- Continue 12th grade one-one-one college conferences
- Conduct college application workshops
- Complete secondary school reports and write letters of recommendation
- Proctor the PSAT
- Attend Collegeboard, ACT, WACAC conferences
- Present at Parent Education meeting

November

- Monitor students' 12 week grades (end of grading period 2)
- Personally call parents of credit deficient 12th graders
- Meet one-on-one with credit deficient 12th graders
- Send ParentLink calls to parents of 9-11th graders with 1 or more F's
- Continue 12th grade one-one-one college conferences
- Complete secondary school reports and write letters of recommendation
- Winter athletic schedule adjustments
- Attend EdFund conference

December

- Continue 12th grade one-one-one college conferences
- Complete secondary school reports and write letters of recommendation
- Conduct Financial Aid Workshop
- Adjust and balance student schedules for 2nd semester

January

- Enroll new students for 2nd semester
- Send private college mid-year reports
- Enroll credit deficient 12th graders in Aventa, BYU, MSAC, or Santana
- Review students' 1st semester grades and count credits
- Contact parents of credit deficient 12th graders & send ParentLink calls
- Meet one-on-one with credit deficient 12th graders
- Send ParentLink calls to parents of 9-11th graders with 1 or more F's

February

- Meet one-on-one with credit deficient 12th graders
- Present & distribute pre-registration information to 11th graders
- Register 11th graders for next year and summer school
- Begin enrolling students in summer school in Aeries and for MSAC
- Make spring athletic schedule adjustments
- Monitor students' 6 week grades (end of grading period 4)

March

- Present & distribute pre-registration information to 9th graders
- Register 9th graders for next year and summer school
- Personally call parents of 12th graders who are currently failing classes
- Meet one-on-one with credit deficient 12th graders
- Send ParentLink calls to parents of 9-11th graders with 1 or more F's

April

- Present & distribute pre-registration information to 8th graders
- Register 8th graders for next year and summer school
- Present & distribute pre-registration information to 10th graders
- Register 10th graders for next year and summer school
- Monitor students' 7 week grades (end of grading period 5)

May

- Personally call parents of 12th graders who are currently failing classes
- Meet one-on-one with credit deficient 12th graders
- Send ParentLink calls to parents of 9-11th graders with 1 or more F's
- Proctor AP exams

June

- Personally call 12th graders and their parents regarding graduation status
- Register non-grads for Santana or MSAC
- Conduct Senior Recognition Day
- Conduct Senior Awards Night
- Graduation practice
- Check final grades & adjust schedules for the fall