

Annual Calendar

School: Cedarburg High School

Academic Year: 2019-2020

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Month	Delivering		Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	Application Assistance Guided Study (students earning DF) 504 and IEP Meetings Individual Counseling (academic, career, personal/social/emotional) Crisis Counseling Treatment Programming Follow up Daily Student/Parent Email Correspondence Advisory Delivery	College Recruitment Visits and Tours At-Risk Meetings (collaboration with administration) Referrals (to local community resources and mental health agencies)	School and District Student Services Meetings School and District Assessment Meetings ACP Resource Lesson Planning Ozaukee CESA College and Career Network
August	8/21/19 Senior Application Night New Family Meetings Resolving Student Schedule Issues	Data Retreat (8/12/19)	Scheduling Registration 10/14 and 10/21/19 Freshmen Transition Event Planning 8/30/19
September	9/4/19 5 p.m. New Family Orientation 9/23/19 6 p.m. Financial Aid Night Transitions/New Student Group Introduction to Naviance (9th) Freshmen Conferences (Ave. 3/day) 9/4/19 Senior Post-Secondary Planning/College Application Assistance	Writing Letters of Recommendation (ongoing) Common App School Report Forms	Aspire and Pre-ACT Testing (9/18/19) Reviewing Data Scheduling
October	Freshmen Conferences (Ave. 3/day) 10/22/19 Red Ribbon Week/Speaker Review D & F Reports ACT Prep/MTP Resources (11th) Senior Post-Secondary Planning/College	10/18/19 ACP Lessons (Cluster Finder, Career Interest Profiler) Writing Letters of Recommendation Common App School Report Forms 10/29/19 Advisory Council	Identifying Students for Small Groups Annual Administration Agreement 10/16/19 7:15 a.m. PSAT Testing
November	Freshmen Conferences (Ave. 3/day) 11/12/19 Jr. Postsecondary Planning Night 11/11-11/14/19 Suicide Prevention Health Class Lessons (9th) 11/22/19 Support Group Facilitation w/ Oz. Family Serv. 11/20/19 STEM Career Fair Senior Post-Secondary Planning/CollegeApplication Assistance	Writing Letters of Recommendation Common App School Report Forms Test Results Interpretation 11/20/19 ACP Lesson: Career Professional Exploration (9th), Strengths Finder (10th), Resume Development (11th)	Creating Small Group Action Plans

	ACT Prep/MTP Resources (11th)		
December	Freshmen Conferences (Ave. 3/day) 12/11/19 Scholarship Info Night Introduction to Scheduling 12/11-12/17/19 College SuperMatch Lesson (11th) ACT Prep/MTP Resources (11th)	Electives Fair (12/18 & 12/20/19)	RAMP Evaluation
January	Preparing for Semester Exams (9th) (1/2/20) Course Requests/Prep for HS (8th) (1/16/20) New Family Registration Meetings Course Request Guidance Sm. Group Junior 1:1 Conferences (Ave. 3/day) ACT Prep/MTP Resources (11th)	Future Freshman Preview Night & Activities Fair (1/2/20)	RAMP Meetings and Program Accountability (1/20/20) Scheduling
February	Course Requests Guidance Small Group (9th) Register for the ACT (2/26/20) ACT Prep/MTP Resources (11th) Junior 1:1 Conferences Academic Support Group (Ave. 3/day) Support Group Facilitation w/ Oz. Family Serv. Credit Checks and Scheduling	National School Counseling Week (2/3/20)	Scheduling NCAA New Course Submission
March	Campus Tours (10th) (3/3/20) Resume Builder & Road Trip Nation (9th) Junior 1:1 Conferences (Ave. 3/day) Academic Support Group Support Group Facilitation w/ Oz. Family Serv. Resolving Schedule Issues (dropped courses)		ACT Testing
April	Career Fest Suicide Prevention Health Class Lesson (9th) Sophomore Post-Secondary Parent Night Academic Support Group Support Group Facilitation w/ Oz. Family Serv. 180 Award Recognition Senior Credit Checks & At-Risk Meetings Junior 1:1 Conferences	Advisory Council (4/15/20)	Aspire/Forward Testing
May	AP Prep & Testing ACP Do What You Are Lesson Senior Credit Checks & At-Risk Meetings Resolving Student Schedule Conflicts		AP Testing Scheduling
June	1:1 Academic Planning Resolving Student Schedule Conflicts		Scheduling

