Guidance Counselor Guide

High School

Complied by: Guidance Department of August Martin High School
Revision by Rosemarie Thompson, Chapter Leader of Guidance
August – January (Fall Term)

August

✓ Check programs for holes/short programs for non-seniors not allowed.

✓ Make program changes based upon Summer School grades.

✓ Make program changes for incoming junior high school students based on accelerated credits earned.

✓ Process Over-The-Counter admissions:
  • interview students/families
  • evaluate transcripts
  • program students
  • check with Instructional Support Service, i.e. former/current Sp. Ed. student

✓ Give all OTC information to A.P.P.P.S
  • Assistant Principal will review all incoming OTC information.

✓ Certify August graduates for diplomas. Review transcripts of all pending graduates. *Give copy of transcript and graduation requirement sheets to all seniors. Have them sign and date.

✓ Check line skeds for holes and other errors.

✓ Attend weekly Guidance meeting.

✓ Run No Show report from ATS.

September

✓ Continue registration of OTC students (all guidance counselors must assist).
  Check OTCS screen an ATS for students

✓ Recheck programs against transcripts. Make necessary changes where needed (try to minimize program changes).

✓ Register students for alternative programs – YABC, City-As-Schools, Manhattan Night and Day Comprehensive High School, Bronx Academy High School, Satellite Academy High School, PULSE, etc.
Send letters or call parents of truant students.

Assign correct official classes to all students to all students on caseload.

Complete Guidance Review Card.

Inform students who failed RCT’s/Regents about any tutoring programs available.

Individual counseling where needed.

Attend weekly Guidance meeting.

Meet with Senior parents. Review transcripts, give copy of transcript and graduation worksheet.

Identify and complete any pending Planning Interviews from June.

October

Develop list of potential January graduates.

Provide group guidance for all 9th and 10th grade students: Push into English classes if possible to do class presentations.
  1. high school graduation requirements
  2. study skills
  3. test taking skills
  4. problem solving/decision making skills
  5. personal, health and other concerns
  6. college
  7. transition from high school to world of work

11th Graders

Review transcripts with juniors and give copy of transcript and graduation requirements sheet. Sign worksheet.

Meet with “At-Risk” students following distribution of first report card.

Mail letters to all Senior parents regarding requirements and expected date of graduation.
Mail letters to Senior parents regarding failures/requirements after first report card.

Attend weekly Guidance meeting.

Meet with Senior parents. Review transcripts.

Individual counseling where necessary.

Develop list of Declared and Conditional seniors.

Send letters/call parents of truant students.

Prepare for Open School Night and Day.

Reminder: Complete Guidance Review Cards.

November

Individual counseling where needed.

Continue meetings with seniors, juniors, sophomores and freshman regarding graduation requirements. Give all students a copy of transcripts as well as graduation plan.

Identify “At’Risk” students for alternative placement for Spring semester—over 17 years, less than 10 credits.

Meet with students regarding Spring courses.

Parental meetings (by appointment).

Make a list of all students and the Regents exams needed.

Reminder: Complete Guidance Review Cards.

Truants: Call home/send letters.

December

Review current file for Spring term.

Program students for Spring term (ongoing).
*Provide individual/group counseling for:
  • second report card
  • multiple subject failures
  • excessive absences, lateness and cutting
*Meet with parents of above students and mail out letters.

❖ Send letters or call parent of truant students.

❖ Meet with A.P. Supervision regarding course offerings in Spring term.

❖ Continue to distribute transcripts/graduation sheets.

❖ Meet with students and their parents regarding alternative placement for Spring term.

❖ Schedule for January Regents should be prepared by Testing Coordinator in December.

Truants: Call home/send letters.

Reminder: Complete Guidance Review Cards.

Reminder: Identify and complete Planning Interviews

   January

❖ Continue to meet with students regarding educational plan and other issues.

❖ Review programs, make changes where necessary for Spring term.

❖ Assist students who may have questions regarding RCT’s/Regents needed for Regents week.

❖ Review report cards.
  • multiple failures (3 or more classes)
  • poor attendance
  • missing grades
Send letters to parents whose children have multiple failures (especially seniors).

❖ Promotion-In-Doubt letters sent home for all students.

❖ Conduct interviews for students leaving to an alternative educational setting.

❖ Prepare packet for inter-high school transfer requests.
file.

- Identify students for Alternative Placement.

Reminder: Complete Guidance Review Cards.

Reminder: Identify and complete Planning Interviews.

**February – June (Spring Term)**

**February**

- OTC registration. Monitor OTCS screen on ATS.
- Review and make necessary program changes for all students.
- Registration for Alternative Programs to be completed.
- Make necessary changes to transcripts where needed. Do transcript updates for all students – Ex.: Back credits for passed Regents exams.
- Meet with “At-Risk” students. See families of these students when necessary.
- Mail RCT/Regents failure letters to families. Follow up with phone calls to parents of seniors.

Truants: Call home/send letters.

Reminder: Complete Guidance Review Cards.

**March**

- Continue to meet with students who have difficulties in school.
- Review first marking period report cards.
  - Multiple failures
  - Excessive absences
Send letters to parents of seniors who are in danger of not graduating. Arrange meetings with seniors and parents who are “at-risk” (graduation in doubt).

Continue to provide group of individual counseling to students.

Prepare for OPEN SCHOOL DAY AND NIGHT. *Check with A.P.P.P.S before giving handouts to parents (early March).

Truants: Call home/send letters.

Reminder: Complete Guidance Review Cards.

April

Meet with Department Chairpersons regarding course offerings for the Fall.

Meet with students regarding their Fall programs (this will eliminate so many program changes).

*Carefully review all transcripts prior to programming for the Fall term.

Distribute transcripts to all students (especially seniors and juniors) – priority – ongoing from February 1st.

Continue to provide assistance to “At-Risk” students.

Assist A.P.P.P.S in organizing programs for incoming freshmen.

Request replicas from Junior High Schools.

Truants: Call home/send letters.

May

Review second marking period report card against course requests for the Fall. Make adjustments where necessary.

Generate lists of all students who should seek alternative placement “Over 17, less than 10 credits”; “over 18, less than 20 credits”.

Notify parents in writing and telephone concerning seniors who are in jeopardy of not graduating. Arrange a meeting with these parents and students.
• Review the transcript of each senior in preparation of diploma certification.
  {Regents Diploma students}
  {Local Diploma students}

• Send Promotion-In-Doubt letters to ALL parents (students may need to attend Summer School).
  *Summer School letters sent out.

• Meet with students in need of guidance and support.

• Assist A.P.P.P.S. in organizing a program for “Over 17” students (Alternative Placement Workshops).
  
  Assist A.P.P.P.S. in organizing programs for incoming freshmen.

• Complete all Guidance Review Cards for entire caseload. Responsible for meeting with students at least twice a term.

• Documents all meetings with parents and students (telephone calls as well). Truants: Call home/send letters.

• Meet with students after second marking period grades are in.

  June

• Certify seniors for diplomas.
  *Complete certification forms for College Advisor. Keep a copy in your files.

• Notify by phone those seniors who failed courses and will not graduate.
  {Call parents ASAP - send certified letter, if funding permits.}

• Verify all Summer School information for seniors (August graduates).
• Check Summer School registration for accuracy (all students). Make changes where necessary.

• Participate in Graduation Ceremony.
  Truants: Call home/send letters.