

## Sample Schedule for Guidance Counselors

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6	Lunch	Lunch	Lunch	Lunch	Lunch
7					
8					
9					
10					

### Items to List:

Gen Ed./Sp. Ed.  
& At Risk

Individual Sessions  
Group Sessions  
PPT – Meetings  
Case Conferencing  
Classroom Lessons

Agency Contact  
Parents Meeting or Contacts  
Teacher Conference  
Classroom Observation  
Any Committee Meeting  
(Attendance/Child Abuse etc.)

- ❖ Keep daily logs to account for your schedule
- ❖ Schedules should be made weekly.
- ❖ There should be **NO BLANK SPACES**
- ❖ **NO PREPS/NO ADMIN PERIODS**
- ❖ Schedules posted outside of the door should not have students' names.