



# JUDSON INDEPENDENT SCHOOL DISTRICT

## DEPARTMENT OF GUIDANCE AND COUNSELING

<p><b>Goals Year</b></p> <ul style="list-style-type: none"> <li>4 year planning for all students grades 9-12 )</li> <li>Conduct grade level appropriate Career Guidance</li> <li>Increasing the percentage of students completing a four year college application and FAFSA</li> <li>Incorporate Strategies for Success into Guidance Curriculum</li> </ul>	<p><b>January - MOY report due January 9th</b></p> <ul style="list-style-type: none"> <li>Financial Aid 101 (Economics classes)</li> <li>Review student credits and failures. Make schedule changes as needed.</li> <li>Review transcripts</li> <li>(Send letters to Seniors regarding courses and TAKS tests remaining to meet graduation requirements)</li> <li>Counseling Department Planning time</li> </ul>
<p><b>August</b></p> <ul style="list-style-type: none"> <li>New Student Registration (All counselors); Work Scheduling conflicts, reclassifications (All counselors); Proof all student schedules ensuring complete schedules (All counselors)</li> <li>Provide families opportunities to have individual appointments (All counselors)</li> <li>Process schedule changes according to district policy</li> <li>Provide in-service to teachers concerning school counseling program</li> <li>Counseling Department Planning time</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>Counseling Department Planning time</li> </ul>
<p><b>September</b></p> <ul style="list-style-type: none"> <li>Parent Information Sessions</li> <li>Distribute 504 Accommodation pages to teachers</li> <li>Career planning</li> <li>Post-Secondary Planning, Resume Writing</li> <li>Grade Classroom Visits and individual guidance</li> <li>Accept PreAP and AP Schedule change requests</li> <li>Prepare senior graduation requirement letters for mailing</li> <li>Counseling Department Planning time</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>Individual guidance with students that are failing courses</li> <li>Assist with TAKS testing</li> <li>Academic Advising</li> <li>Check failures during 4<sup>th</sup> 9 weeks and remind teachers to be in contact with parents and document. Counseling Department Planning time</li> </ul>
<p><b>October - BOY report due October 10<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>Mail out letter concerning Senior Graduation Requirements</li> <li>College Fair</li> <li>Conduct failure conferences with students who failed two or more classes.</li> <li>Begin online registration and information events</li> <li>Counseling Department Planning time</li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>Provide input to administrators on observations and data driven findings on failures/passing rate for building Master Schedule</li> <li>Academic advising</li> <li>Summer School discussions with students</li> <li>Counseling Department Planning time</li> </ul>
<p><b>November</b></p> <ul style="list-style-type: none"> <li>Meet with students and update spring semester courses</li> <li>Counseling Department Planning time</li> <li>Needs Assessment - Survey Monkey</li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>Needs Assessment - Survey Monkey</li> <li>Verify Promotion List</li> <li>Contact parents of students who will not graduate or receive a diploma</li> <li>Summer School Paperwork and student discussions</li> <li>Counseling Department Planning time</li> </ul>
<p><b>December</b></p> <ul style="list-style-type: none"> <li>Balance 2<sup>nd</sup> semester courses</li> <li>Counseling Department Planning time</li> </ul>	<p><b>June - EOY report due June 3rd</b></p> <ul style="list-style-type: none"> <li>Review student course selections for upcoming year to ensure students are meeting graduation requirements</li> <li>Counseling Department Planning time</li> </ul>

Secondary Counseling Meetings:

Individual Monthly Data Reports

Campus Monthly Calendar

<p>Wednesday August 20-24<sup>th</sup>          Wednesday October 3<sup>rd</sup>          Wednesday November 7<sup>th</sup>          Wednesday December 5<sup>th</sup>          Wednesday January 9<sup>th</sup>          Wednesday February 6<sup>th</sup>          Wednesday March 6<sup>th</sup>          Wednesday April 10<sup>th</sup>          Thursday May 8<sup>th</sup>          Wednesday June 12<sup>th</sup></p>	<p>Wednesday October 10<sup>th</sup>,          Wednesday November 7<sup>th</sup>          Wednesday December 5<sup>th</sup>          Wednesday January 9<sup>th</sup>          Wednesday February 6<sup>th</sup>          Wednesday March 6<sup>th</sup>          Wednesday April 10<sup>th</sup>          Thursday May 8<sup>th</sup>          Wednesday June 12<sup>th</sup></p>	<p>Friday October 5<sup>th</sup>          Monday November 5<sup>th</sup>          Monday December 3<sup>rd</sup>          Monday January 7<sup>th</sup>          Monday February 4<sup>th</sup>          Monday March 4<sup>th</sup>          Monday April 8<sup>th</sup>          Monday May 6<sup>th</sup>          Monday June 3<sup>rd</sup></p>
---	--	--