 **Annual Calendar Template**

School: \_\_\_\_\_\_\_\_\_\_Sabino High School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year: \_\_\_\_\_\_\_2023-24\_\_\_\_\_\_\_\_\_\_

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

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| Month | **Delivering** | **Program Planning and School Support***(Defining, Managing, Assessing, Fair-Share Responsibilities)* |
| **Direct Student Services Activities***(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)* | **Indirect Student Services Activities***(Significant collaborations, leadership and advocacy activities)* |
| Ongoing Services | College Rep Visit Planning and CoordinationMilitary Rep Visit Planning and CoordinationClass Visits (College and Career)ECAP Coordination and MajorClarity RolloutTranscript RequestsLetter of Recommendation RequestsMonthly Newsletter Production and DistributionCampus Visit Planning and ChaperoningScholarship PromotionIndividual One-on-One Student CounselingParent/Student MeetingsCredit Recovery RegistrationCrisis ResponseIEP Team MemberMTSS Case ManagerQuarterly Class Lessons (Academic/Mental Health)Quarterly Small GroupsResponsive ServicesPlan for Success MeetingsNew Student MeetingsMTSS Teacher PD emails/meetingsMentors ProjectMonthly Discipline MeetingMTSS reporting to districtProgress grade & attendance reportsMTSS monthly office hours504 Case Manager by alpha | Accommodation Testing in Counseling OfficeExternal PD and Conferences (College Knowledge for Counselors, Equity, Diversity, and Inclusion Conference)Detention and ISS MonitoringTesting Coordination (Benchmarks, SQS, ACT Aspire)Middle School VisitsHigh School ExpoPTSA Teacher RepresentativeTeacher MeetingsCIPDA monthly meetingsSubstitute teachingTesting supportACT prep recruitment and organizingData collection for ACT prepCounseling Intern SupervisorPeer Coach Training and SupervisionETL Next Steps Advisor Training and SupervisionAdvisory CommitteeMentee Supervisor Credit Recovery Coach | Department Twitter Account ManagementCareer Centers Organization, Decoration, and StockingWebsite Updates for Counseling DepartmentHonors and Awards Night Planning and Coordination |
| August | College Fair Planning, Outreach, and CoordinationCareer Fair Planning, Outreach, and CoordinationJTED Promotion and CoordinationDual Enrollment and Placement CoordinationOpen House ParticipantWelcome to Success ParticipantRegistration Process |  |  |
| September | College Fair Planning, Outreach, and CoordinationCareer Fair Planning, Outreach, and CoordinationASVAB Planning and CoordinationDual Enrollment and Placement CoordinationParent Conference Days Participant (Fall and Spring)Progress Senior Missing Credit Check InsFall Registration Process |  |  |
| October | ASVAB Planning and Coordination |  |  |
| November | See Ongoing Services |  |  |
| December | FAFSA Workshop Planning and CoordinationJTED Promotion and CoordinationFAFSA Tracking, Promotion, and Reporting |  |  |
| January | FAFSA Workshop Planning and CoordinationJTED Promotion and CoordinationFAFSA Tracking, Promotion, and ReportingSpring Registration Process |  |  |
| February | FAFSA Workshop Planning and CoordinationFAFSA Tracking, Promotion, and ReportingSummer College Immersion Program PromotionParent Conference Days Participant (Fall and Spring)Spring Registration Process |  |  |
| March | CTE TSA Tests Planning and ProctoringFAFSA Tracking, Promotion, and ReportingSummer College Immersion Program Promotion |  |  |
| April | CTE TSA Tests Planning and ProctoringFAFSA Tracking, Promotion, and ReportingDual Enrollment and Placement CoordinationSenior Survey Distribution and AnalysisSummer College Immersion Program PromotionSummer School Registration | Graduation Committee Participant |  |
| May | FAFSA Tracking, Promotion, and ReportingDual Enrollment and Placement CoordinationSenior Survey Distribution and AnalysisSummer School Registration | Senior Breakfast ParticipantGraduation Practice ParticipantGraduation Committee Participant |  |
| June | Prep Fall Registration Process |  |  |