 **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 Coordination  Military Rep Visit Planning and Coordination  Class Visits (College and Career)  ECAP Coordination and MajorClarity Rollout  Transcript Requests  Letter of Recommendation Requests  Monthly Newsletter Production and Distribution  Campus Visit Planning and Chaperoning  Scholarship Promotion  Individual One-on-One Student Counseling  Parent/Student Meetings  Credit Recovery Registration  Crisis Response  IEP Team Member  MTSS Case Manager  Quarterly Class Lessons (Academic/Mental Health)  Quarterly Small Groups  Responsive Services  Plan for Success Meetings  New Student Meetings  MTSS Teacher PD emails/meetings  Mentors Project  Monthly Discipline Meeting  MTSS reporting to district  Progress grade & attendance reports  MTSS monthly office hours  504 Case Manager by alpha | Accommodation Testing in Counseling Office  External PD and Conferences (College Knowledge for Counselors, Equity, Diversity, and Inclusion Conference)  Detention and ISS Monitoring  Testing Coordination (Benchmarks, SQS, ACT Aspire)  Middle School Visits  High School Expo  PTSA Teacher Representative  Teacher Meetings  CIPDA monthly meetings  Substitute teaching  Testing support  ACT prep recruitment and organizing  Data collection for ACT prep  Counseling Intern Supervisor  Peer Coach Training and Supervision  ETL Next Steps Advisor Training and Supervision  Advisory Committee  Mentee Supervisor  Credit Recovery Coach | Department Twitter Account Management  Career Centers Organization, Decoration, and Stocking  Website Updates for Counseling Department  Honors and Awards Night Planning and Coordination |
| August | College Fair Planning, Outreach, and Coordination  Career Fair Planning, Outreach, and Coordination  JTED Promotion and Coordination  Dual Enrollment and Placement Coordination  Open House Participant  Welcome to Success Participant  Registration Process |  |  |
| September | College Fair Planning, Outreach, and Coordination  Career Fair Planning, Outreach, and Coordination  ASVAB Planning and Coordination  Dual Enrollment and Placement Coordination  Parent Conference Days Participant (Fall and Spring)  Progress Senior Missing Credit Check Ins  Fall Registration Process |  |  |
| October | ASVAB Planning and Coordination |  |  |
| November | See Ongoing Services |  |  |
| December | FAFSA Workshop Planning and Coordination  JTED Promotion and Coordination  FAFSA Tracking, Promotion, and Reporting |  |  |
| January | FAFSA Workshop Planning and Coordination  JTED Promotion and Coordination  FAFSA Tracking, Promotion, and Reporting  Spring Registration Process |  |  |
| February | FAFSA Workshop Planning and Coordination  FAFSA Tracking, Promotion, and Reporting  Summer College Immersion Program Promotion  Parent Conference Days Participant (Fall and Spring)  Spring Registration Process |  |  |
| March | CTE TSA Tests Planning and Proctoring  FAFSA Tracking, Promotion, and Reporting  Summer College Immersion Program Promotion |  |  |
| April | CTE TSA Tests Planning and Proctoring  FAFSA Tracking, Promotion, and Reporting  Dual Enrollment and Placement Coordination  Senior Survey Distribution and Analysis  Summer College Immersion Program Promotion  Summer School Registration | Graduation Committee Participant |  |
| May | FAFSA Tracking, Promotion, and Reporting  Dual Enrollment and Placement Coordination  Senior Survey Distribution and Analysis  Summer School Registration | Senior Breakfast Participant  Graduation Practice Participant  Graduation Committee Participant |  |
| June | Prep Fall Registration Process |  |  |