

PAHS Guidance Monthly Planning Guide 2016-2017

SEPTEMBER

Scheduling Errors
Review of Classes
Review of transcripts/credits
 ✓ Double check credits match, SS grades, starting with seniors
SAT/ACT Registration
Back to School Night
Counselor Introductions to Students
NJ Stars
Activity sheets DUE by the 15th/30th of each month

OCTOBER

College Fair – October 1st
Meet with Students
Student Audits
MPI Progress Report
PSATs
SAT/ACT Registrations
Check Attendance
Credit Evaluation
Class Visits
 ✓ Expectations for each grade level
 ✓ Speak about PSAT
 ✓ Review of attendance and credit loss
Activity Sheets DUE by 15th/30th of each month

NOVEMBER

MPI Report Cards
 ✓ Evaluations for ACC Program
Meet with students
 ✓ Failures & Attendance
Failure Letters
SAT/ACT Registrations
ASVAB Registration
Common APP set up
Start College Applications
Start Scholarship Promotions
Activity Sheets DUE 15th/30th of each month
NOVEMBER BREAK

DECEMBER

Check Attendance
Meet with students
Class visits
 ✓ PSAT Results
 ✓ College Majors
 ✓ Scholarships
December ASVAB Test
College Application & Scholarship reviews
FASFA Presentation
MP2 Progress Reports
Activity Sheets DUE 15th/30th of each month
WINTER BREAK

JANUARY

MP2 Report Cards
Meet with Students
 ✓ Mid-Year Failures
 ✓ Attendance Issues
 ✓ Letter to Parents
 ✓ Recommendations to ACC
Class visits
 ✓ Concerns/Questions
Continue working with seniors on College Apps
Activity Sheets DUE 15th/30th of each month

FEBRUARY

Continue Mid-year evaluations
Start AP/Honors recommendations
Class Visits
 ✓ Speak of scheduling to start
 ✓ AP/Honors recommendations
SAT/ACT Registrations
Scholarships
Continue Students Audits
 ✓ Credits
 ✓ Attendance
 ✓ Recommendations to ACC
Activity Sheets DUE 15th/30th of each month

MARCH

MP3 Progress Reports

Meet with students

- ✓ Failures & Attendance
- ✓ Recommendations for ACC

PARCC Testing

Class Visits

- ✓ Questions & Concerns

College Apps & Scholarships

SAT/ACT Registrations

Activity Sheets DUE 15th/30th of each month

APRIL

MP3 Report Cards

Meet with Students

- ✓ Failures & Attendance
- ✓ Scheduling for 17/18
- ✓ Recommendations for ACC Program

Summer Program Opportunities for seniors

AP Pre-Registrations

SAT/ACT Registrations

Visit 9th Academy for STEM Presentation

Activity Sheets DUE 15th/30th of each month

SPRING BREAK

MAY

AP Testing

Meet with students

- ✓ Summer School Registration
- ✓ Failures & Attendance
- ✓ Advanced Summer Classes
- ✓ Review of transcript for ERRORS

Failure/Summer School/Attendance Letters

MP4 Progress Reports

Classroom Visits

- ✓ 17/18 Expectations

Continue with Scholarships & College

Apps

Activity Sheets DUE 15th/30th of each month

Senior Award Selections

JUNE

End of Year student Audits

SENIOR Awards

Meet with Students

- ✓ Failures/Attendance/Summer School
- ✓ Expectations for 17/18
- ✓ Questions & Concerns

Graduation Planning

College Plans

Incoming Freshman Meet & Greet

Activity Sheets DUE 15th/16th of each month

GRADUATION

END OF YEAR CLEAN UP!