

Kosciusko High School Counselors' Annual Calendar



AUGUST

- Beginning of the year set up - forms, files, etc.
- Review students' schedules to ensure proper academic placement
- Register new students
- Parent/student orientation
- ELL identification and testing
- Calendar of college planning activities and events
- Bulletin Boards
- Set up of colleges/military recruiters fall visitation dates
- Organize senior folders and do graduation credit check
- Prepare senior calendar of events
- Publicize ACT/SAT registration/test dates
- Order financial aid forms
- Meet with coaches on NCAA eligibility requirements
- Meet with all potential college athletes to discuss NCAA regulations and requirements
- District counselor meeting
- Set up parent/teacher conferences
- Individual student meetings

SEPTEMBER

- Set up college/career day program
- Senior meeting regarding college planning, college application process, financial aid, scholarship, etc.
- Junior meeting regarding, ACT, ASVAB
- Set up group meeting with seniors who are considering applying under Early Decision plan
- Meet with visiting college/military representatives
- Prepare for PSAT/NMSQT
- Publicize scholarship opportunities for students
- District counselor meeting

SEPTEMBER continued.....

- Set up parent/teacher conferences
- Individual student meetings
- Organize and administer ASVAB
- Organize workshop: [The College Guide for Seniors and their Parents](#)
- National Suicide Prevention Week, September 19-23



OCTOBER

- Bullying Prevention Month
- District counselor meeting
- Set up parent/teacher conferences
- Individual student meetings
- Attend college/career day program
- Continue meeting with seniors regarding college application process
- Publicize scholarship opportunities for students
- Meet with visiting college/military representatives
- Write letter of recommendation for students
- Red Ribbon Week ,October 24-28
- Promote college visits

NOVEMBER

- National Career Development Month
- College Spirit Week, November 14-18
- Continue working with seniors for early decision deadline
- Senior reminders: testing, recommendations, transcripts, etc
- Host financial Aid workshop
- Attend MCA Conference, November 2-4
- Continue writing student recommendation letters
- Meet with individual students
- Meet with visiting college/military representatives
- Set up parent/teacher conferences

NOVEMBER continued.....

- Continue meeting with seniors regarding college application process
- Remind seniors to request college housing applications
- Meet with administration to determine pre-registration process
- Publicize scholarship opportunities for students
- Promote college visits



DECEMBER

- Review senior grades at end of grading period
- Prep for pre-registration process
- Schedule changes for 2nd semester
- Publicize scholarship opportunities for students
- Meet with visiting college/military representatives
- Set up parent/teacher conferences
- Continue meeting with seniors regarding college application process
- Continue writing student recommendation letters
- Meet with individual students
- Holiday assistance & community referrals
- ICAPS
- Promote college visits

JANUARY

- Mid year report
- Review midterm grades and meet with at risk seniors
- Make necessary schedule changes for 2nd semester
- Register new students
- Continue writing student recommendation letters
- Meet with visiting college/military representatives
- Set up parent/teacher conferences
- Continue meeting with seniors regarding college application process
- Publicize scholarship opportunities for students
- Meet with individual students

JANUARY continued.....

- Meet with seniors regarding financial aid process
- District counselor meeting
- Begin pre-registration process. Meet with 9-11 graders to discuss teacher recommendation and plan appropriate steps to meet student goals
- ICAPS
- Promote college visits
- Order Diplomas



FEBRUARY

- National School Counselor Week, February 6-10
- Continue writing student recommendation letters
- Meet with visiting college/military representatives
- Set up parent/teacher conferences
- Continue meeting with seniors regarding college application process
- Publicize scholarship opportunities for students
- Meet with individual students
- Continue pre-registration process. Meet with 9-11 graders to discuss teacher recommendation and plan appropriate steps to meet student goals
- Upcoming 9th grade parent information night
- Promote college visits

MARCH

- Continue writing student recommendation letters
- Meet with visiting college/military representatives
- Set up parent/teacher conferences
- Continue pre-registration process. Meet with 9-11 graders to discuss teacher recommendation and plan appropriate steps to meet student goals
- Publicize scholarship opportunities for students
- Meet with individual students
- March madness “College & Career Week”, March 20-24
- District counselor meeting

MARCH continued....

- Meet with seniors to discuss college admission decision
- Promote college visits



APRIL

- Continue writing student recommendation letters
- Meet with visiting college/military representatives
- Set up parent/teacher conferences
- Continue meeting with seniors regarding college application process
- Publicize scholarship opportunities for students
- Meet with individual students
- EOY needs assessment
- Continue meeting with seniors to discuss college admission decision
- Review pre-registration process. Make necessary corrections.
- Update NCAA Clearinghouse courses
- Prepare end of year check out for teachers
- District counselor meeting



MAY

- Continue writing student recommendation letters
- Meet with visiting college/military representatives
- Set up parent/teacher conferences
- Continue meeting with seniors regarding college application process
- Publicize scholarship opportunities for students
- Meet with individual students
- Meet with non graduating seniors
- Schedule dates for next year's guidance program
- Prepare for graduation
- Mailing list for transcripts of graduating senior
- Mail final transcript to colleges for seniors

MAY continued...

- Mail final transcript to NCAA Clearinghouse for seniors
- End of year grade reports
- Prepare failure list
- Review/recommend students for summer school
- Finalize all close out of school year procedures

**Kosciusko High School
Counselors'
Annual Calendar**