

AUGUST			
<i>Activity/Program/Event</i>	<i>Target Grade Level (s)</i>	<i>Person Responsible</i>	<i>ASCA Counseling Standard</i>
Cal Grant GPA Verification	12 th	College Counselor	Academic and Career
College Application Workshops	12 th	College Counselor	Academic and Career
College visits/tours	N/A	College Counselor	Professional Development
Get your Stuff Day	6 th – 12 th	Middle and High School Counselors	Academic
Master Scheduling	6 th -12 th	Middle and High School Counselors	Academic
New student registration	6 th – 12 th	Middle and High School Counselors	Academic
Revise school profile	12 th	College Counselor	Academic
Santa Monica College Dual Enrollment	9 th -12 th	High School Counselor	Academic
Student scheduling	6 th – 12 th	Middle and High School Counselors	Academic
SEPTEMBER			
<i>Activity/Program/Event</i>	<i>Target Grade Level (s)</i>	<i>Person Responsible</i>	<i>ASCA Counseling Standard</i>
8 th Grade Dialogues	8 th	Middle School Counselor	Personal/Social
Attendance letters sent home	6 th – 12 th	Middle/High School Counselors, Admin Assistance	Academic and Personal/Social
Back to School Night	6 th – 12 th	All Counselors	Academic
Back to School Night	6 th -12 th	All Counselors	Academic, Personal/Social and Career
Classroom guidance lesson	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Coffee with the Counselors (for parents)	9 th - 12 th	College and H.S. Counselors	Academic, Personal/Social and Career
College visits begin	9 th - 12 th	College Counselor	Academic
Counselor Professional Development	N/A	All Counselors	Professional Development
Counselor Professional Development	N/A	All Counselors	Professional Development
D/F List	6 th – 12 th	Middle and High School Counselors, Admin Assistant	Academic
Financial Aid Night	9 th - 12 th	College Counselor	Academic and Career
Freshman Pizza Welcome Lunch	9 th	High School Counselors	Academic, Personal/Social and Career
Goals for Graduation	9 th - 12 th	College and H.S. Counselors	Academic, Personal/Social and Career
Honor Roll Recognition	6 th – 12 th	Middle and High School Counselors	Academic
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Seniors	12 th	College Counselor	Academic, Personal/Social and Career
Individual one-on-one counseling	6 th -12 th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12 th	High School Counselor	Academic, Personal/Social and Career
Middle School Rules Assembly	6 th – 8 th	Middle School Counselor	Academic and Personal/Social
NACAC Annual Conference	9 th – 12 th	College Counselor	Professional Development
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Naviance Introduction and Review Classroom Guidance	9 th - 12 th	College Counselor	Academic and Career
New student welcome lunch	6 th – 8 th	Middle School Counselors	Personal/Social
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career

PSAT Classroom Guidance	9th-11th	High School Counselor	Academic
Recommendation Letter Writing Workshop for Teachers & Counselors	12 th	College Counselor	Academic and Career
Roads to Respect (Sexual Harrasment and Bullying Classroom Guidance)	7 th	Middle School Counselor	Personal/Social
Santa Monica College Dual Enrollment	9th-12th	High School Counselor	Academic
SAT/ACT Information Workshop Night	9th-12th	College Counselor	Academic
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Senior Class Visits – college application process and “final strategies”	12 th	College Counselor	Academic and Career
Senior Parent College Night	12 th	College and H.S. Counselors	Academic and Career
Start with Hello Week	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Student of the month recognition	6 th – 12 th	Middle and High School Counselors	Academic
Student Scheduling	6 th – 12 th	Middle and High School Counselors	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
UC a-g Updates deadline	9 th – 12 th	High School Counselor	Academic
UC and Common Application Workshops	12th	College Counselor	Academic and Career
UC and CSU Counselor Conferences	9 th – 12 th	College and H.S. Counselors	Academic and Career
Wellness Center Referral	6th-12th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9th - 12th	Middle and High School Counselors	Personal/Social
OCTOBER			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
6-week grading – D & F list intervention	6 th – 12 th	Middle and High School Counselors	Academic
7th grade fall retreat	7 th	Middle School Counselor	Personal/Social
Attendance letters sent home	6 th – 12 th	Middle/High School Counselors, Admin Assistance	Academic and Personal/Social
Click and Delete Classroom Guidance Program	6 th – 8 th	Middle School Counselor	Personal/Social
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
College Application Counselor Packets (Secondary School Reports, rec letters)	12 th	College and High School Counselors	Academic
College Application Workshops	12th	College Counselor	Academic
College Fair at Santa Monica High School	9 th – 12 th	College Counselor	Academic and Career
Counselor Professional Development	N/A	All Counselors	Professional Development
CSF/CJSF Fall Membership Drive	8 th – 12 th	Middle and High School Counselors	Academic
D/F List	6 th – 12 th	Middle and High School Counselors, Admin Assistant	Academic
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Seniors	12 th	College Counselor	Academic, Personal/Social and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12th	High School Counselor	Academic, Personal/Social and Career
Junior Classroom Guidance (postsecondary options,	11 th	College Counselor	Academic & Career
Mock SAT/ACT Exam	9th - 12th	College Counselor	Academic and Career

Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
One-on-one college essay review sessions	12 th	College Counselor	Academic
Optimist Club Youth Appreciation	6 th -12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career
PSAT Test Administration	10 th and 11 th	High School Counselors	Academic
SAT at MHS	12 th	High School Counselor	Academic
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Small Group Counseling	6 th – 8 th	Middle School Counselor	Personal/Social
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
Student Athlete NCAA Info Night	9 th - 12 th	College Counselor	Academic and Career
Student of the month recognition	6 th – 12 th	Middle and High School Counselor	Academic and Personal/Social
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
NOVEMBER			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
9th-11th Grade College Guidance Night	9th-11th	College and High School Counselors	Academic, Personal/Social and Career
Anti-Bullying Classroom Guidance Program	6 th – 8 th	Middle School Counselor	Personal/Social
Arts College Admissions Information Night	9th-12th	College Counselor	Academic and Career
Attendance Letters sent home	6 th – 12 th	Middle and High School Counselors, Admin assistance	Academic and Personal/Social
CASFAA High School Counselor Conference	12 th	College Counselor	Professional Development
Classroom guidance lesson	6 th – 8 th	Middle School Counselor	Personal/Social
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
College Application Counselor Packets (Secondary School Reports, rec letters)	12 th	College and High School Counselors	Academic
Counselor Professional Development	N/A	All Counselors	Professional Development
D/F List	6 th – 12 th	Middle and High School Counselors, Admin Assistant	Academic
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Seniors	12 th	College Counselor	Academic, Personal/Social and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12th	High School Counselor	Academic, Personal/Social and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
One-on-one college essay review sessions	12 th	College Counselor	Academic
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career
Scholarship Donor Letters	12 th	College Counselor	Academic and Career
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social

Student of the month recognition	6 th – 12 th	Middle and High School Counselor	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
DECEMBER			
<i>Activity/Program/Event</i>	<i>Target Grade Level (s)</i>	<i>Person Responsible</i>	<i>ASCA Counseling Standard</i>
Anti-Bullying Classroom Guidance Program	6 th – 8 th	Middle School Counselor	Social/Personal
Attendance letters sent home	6 th – 12 th	Middle and High School Counselors, Admin Assistance	Academic and Personal/Social
Counselor Professional Development	N/A	All Counselors	Professional Development
D/F List	6 th – 12 th	Middle and High School Counselors	Academic
D&F Academic Interventions	6 th – 12 th	Middle and High School Counselors	Academic
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12th	High School Counselor	Academic, Personal/Social and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
Santa Monica College On-Site Visit	12 th	College Counselor	Academic and Career
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Senior Class meeting	12 th	High School Counselor	Academic
Senior Class Open Forum and Lunch with Counselors	12th	College and High School Counselors	Academic, Personal/Social and Career
Small Group Counseling	6 th – 8 th	Middle School Counselor	Personal/Social
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
Student of the month recognition	6 th – 12 th	Middle and High School Counselor	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
JANUARY			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
At-Risk of not promoting meetings	8 th	Middle School Counselor	Academic and Personal/Social
Attendance letters sent home	6 th – 12 th	Middle/High School Counselors, Admin Assistance	Academic and Personal/Social
Cal Grant GPA Verification	12 th	College Counselor	Academic and Career
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
Counselor Professional Development	N/A	All Counselors	Professional Development
CSF/CJSF Spring Membership Drive	7 th – 12 th	Middle and High School Counselors	Academic
D/F List	6 th – 12 th	Middle and High School Counselors	Academic
End of Semester – Final Grades	6 th – 12 th	Middle and High School Counselors	Academic

Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Juniors	11 th	College Counselor	Academic and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12th	High School Counselor	Academic, Personal/Social and Career
Junior class visits - part 2 (college search process)	11 th	College Counselor	Academic & Career
Mid-Year Reports for private colleges	12 th	College and High School Counselors	Academic and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career
PSAT Results Talk	9th-11th	High School Counselors	Academic
Santa Monica College Dual Enrollment	9th-12th	High School Counselor	Academic
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Student of the month recognition	6 th – 12 th	Middle School Counselor	Academic
Student Scheduling	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social

FEBRUARY

<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
D&F Academic Interventions	6 th – 12 th	Middle and High School Counselors	Academic
10th Grade Classroom Guidance (postsecondary)	10 th	College Counselor	Academic, Personal/Social and Career
Attendance letters sent home	6 th – 12 th	Middle and High School Counselors, Admin Assistant	Academic and Personal/Social
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
College Night	9th - 12th	College Counselor	Academic and Career
Counselor Professional Development	N/A	All Counselors	Professional Development
D/F List	6 th – 12 th	Middle and High School Counselors, Admin Assistant	Academic
Elementary school classroom visits	5 th	Middle School Counselor	Academic and Personal/Social
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
High School Registration	8th-11th	High School Counselor	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Juniors	11 th	College Counselor	Academic and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12th	High School Counselor	Academic, Personal/Social and Career
Local Scholarship Application available	12 th	College Counselor	Academic and Career
National School Counselor Week	6th-12th	All Counselors	Academic, Personal/Social and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career

Registration – classroom visits	6 th – 8 th	Middle School Counselors	Academic
Santa Monica College Dual Enrollment	9th-12th	High School Counselor	Academic
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Small Group Counseling	6 th – 8 th	Middle School Counselor	Personal/Social
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
Student of the month recognition	6 th – 12 th	Middle School Counselor	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Transcript evaluation – graduation check	10 th – 12 th	High School Counselors	Academic
Transcript Review - college requirements	11 th	College and High School Counselors	Academic and Career
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
Young Collegiantes	9th-12th	High School Counselor	Academic
MARCH			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
5th grade transition open house day	5 th	Middle School Counselor	Academic and Personal/Social
6-week grading – D&F intervention	6 th – 12 th	Middle and High School Counselors	Academic
Attendance letters sent home	9 th – 12 th	Middle/High School Counselors, Admin Assistance	Academic and Personal/Social
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
College March Madness Month	6th-12th	All Counselors	Academic, Personal/Social and Career
Counselor Professional Development	N/A	All Counselors	Professional Development
Course Request Input	6 th – 12 th	Middle and High School Counselors	Academic
CSF/CJSF awards breakfast and fieldtrip	7 th – 12 th	Middle and High School Counselors	Academic
D/F List	6 th – 12 th	Middle and High School Counselors	Academic
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Juniors	11 th	College Counselor	Academic and Career
Individual one-on-one counseling	6th-12th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12th	High School Counselor	Academic, Personal/Social and Career
Junior Jump Start College Night	11 th	College and High School Counselors	Academic and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career
Santa Monica College On-Site Application workshop	12 th	College Counselor	Academic and Career
SAT at MHS	11 th	High School Counselor	Academic
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Small Group Counseling	6 th – 8 th	Middle School Counselor	Personal/Social
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
Student of the month recognition	6 th – 12 th	Middle and High School Counselors	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social

Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
APRIL			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
Attendance letters sent home	9 th – 12 th	Middle/High School Counselor, Administration Assistants	Academic and Personal/Social
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
Counselor Professional Development	N/A	All Counselors	Professional Development
D/F List	6 th – 12 th	Middle and High School Counselors	Academic
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Juniors	11 th	College Counselor	Academic and Career
Individual one-on-one counseling	6 th -12 th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12 th	High School Counselor	Academic, Personal/Social and Career
Local Scholarship Evaluation	12 th	College and High School Counselors	Academic and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career
Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Small Group Counseling	6 th – 8 th	Middle School Counselor	Personal/Social
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
Student of the month recognition	6 th – 12 th	Middle School Counselor	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Understanding Your Financial Aid Award Package (for students)	12 th	College Counselor	Academic and Career
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
MAY			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
12-week grading – D&F intervention	6 th – 12 th	Middle and High School Counselors	Academic
4-year high school plan	8 th	Middle School Counselor	Academic
8th grade exit interviews	8 th	Middle School Counselor	Academic and Personal/Social
AP Testing	10 th – 12 th	High School Counselor	Academic
Attendance letters sent home	9 th – 12 th	Administration Assistants	Academic and Personal/Social
Coffee with the Counselors (for parents)	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
Counselor Professional Development	N/A	All Counselors	Professional Development
D/F List	6 th – 12 th	Middle and High School Counselors	Academic
Goals for Graduation	9 th – 12 th	College and High School Counselors	Academic, Personal/Social and Career
High School New Enrollment meeting	9 th -11 th	High School Counselor	Academic
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual college advisement meetings with Juniors	11 th	College Counselor	Academic and Career
Individual one-on-one counseling	6 th -12 th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12 th	High School Counselor	Academic, Personal/Social and Career
Naviance Career Exploration Workshops	6 th – 12 th	All Counselors	Academic, Personal/Social and Career
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
POMS	6 th – 8 th	Middle School Counselor	Academic, Personal/Social and Career

Section 504 Meetings	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Senior Awards Night	12 th	College Counselor	Academic
Senior College Decision Day	12 th	All Counselors	Academic and Career
Senior College Pennant Day	12 th	College Counselor	Academic and Career
Senior Exit Survey	12 th	High School Counselor	Academic
Senior Graduation Survey	12 th	College Counselor	Academic and Career
Star Program (drugs/alcohol)	6 th – 8 th	Middle School Counselor	Personal/Social
Student of the month recognition	6 th – 12 th	Middle and High School Counselors	Academic
Student Study Team	6 th – 12 th	Middle and High School Counselors	Academic and Personal/Social
Summer School Registration	6 th -11 th	High School Counselor	Academic
Wellness Center Referral	6 th – 12 th	All Counselors	Academic and Personal/Social
Wellness Center/Mental Health Classroom Guidance	9 th – 12 th	High School Counselors	Academic and Personal/Social
JUNE			
<i>Activity/Program/Event</i>	<i>Target Grade</i>	<i>Person Responsible</i>	<i>ASCA</i>
Attendance letters sent home	6 th – 12 th	Administration Assistants	Academic
College Matriculation Report (internal and external communication)	12 th	College Counselor	Academic and Career
D/F List	6 th – 12 th	Middle and High School Counselors	Academic
Final Semester Grades	6 th – 12 th	Middle and High School Counselors	Academic
Graduation Activities	12 th	High School Counselors	Academic and Personal/Social
IEP Meetings	6 th – 12 th	Middle and High School Counselors	Academic, Personal/Social and Career
Individual one-on-one counseling	6 th -12 th	All Counselors	Academic, Personal/Social and Career
Josten's Graduation Prep	12 th	High School Counselor	Academic, Personal/Social and Career
Master Scheduling	6 th -12 th	Middle and High School Counselors	Academic
Peer to Peer Program Meetings	6 th – 12 th	Middle School Counselor	Personal/Social
Promotion Activities	8 th	Middle School Counselor	Academic and Personal/Social
Senior Clearance	12 th	High School and College Counselor	Academic, Personal/Social and Career
Senior Final Transcripts sent to Colleges	12 th	College Counselors	Academic and Career
Senior Week Activities	12 th	High School and College Counselor	Academic, Personal/Social and Career
Student of the month recognition	6 th – 12 th	Middle and High School Counselors	Academic
UC ELC List	11 th	College Counselor	Academic and Career
WACAC Annual Conference	9 th – 12 th	College Counselor	Professional Development