**Counseling & DSF Calendar**

**August:**

* Review student schedules for appropriate course selection.
* Registration by grade level for returning students.
* New Student registration.
* Senior meetings for credit checks / senior contracts.
* Add dates of professional conferences to calendar.
* Update school profile.
* Remind seniors of September deadline for October ACT in Naviance.
* Add college visits to calendar in Naviance.
* Plan September college visit to CSU.

**September:**

* Senior class meeting to distribute senior packets with info on the college application process, deadlines, ACT testing info, college entrance requirements, financial aid, etc.
* Back-to-school night.
* Make arrangements with 12th grade English teachers to visit classrooms: complete ICAP’s.
* Have seniors submit updated resumes, along with personal data sheet needed for recommendations in Naviance.
* Add college visits to calendar on Naviance.
* Plan October college visit to UNC.
* Identify students eligible for Boettcher Scholarship and support them in applying.

**October:**

* Announce college fairs.
* Host college fair.
* Prepare for early decision/early action applications.
* Remind students to have their test scores sent to colleges.
* Continue meeting with seniors to discuss applications to colleges.
* Review report cards for 1st 6-week marking period.
* Send failure letters to parents.
* Add college visits to calendar on Naviance.
* Write letters of recommendation.
* Make arrangements with 11th grade English teachers to visit classrooms: complete ICAP’s.
* Organize and chaperone 11th grade college trip to CU-Boulder.
* Assist students with Daniels Fund and Gates Millennium scholarships.
* “How to Apply to College Night” for 9-12 families.

**November:**

* College applications due before Thanksgiving if you have a December 1st deadline.
* Accuplacer testing for seniors to gauge college readiness.
* Make arrangements with 10th grade English teachers to visit classrooms: complete ICAP’s.
* Write letters of recommendation.
* Continue meeting with seniors to discuss applications to colleges.
* Review report cards for 2nd 6-week marking period.
* Send failure letters to parents.
* Work with students applying Early Action or Early Decision on CSS Profile (Financial Aid Application) for relevant schools.
* Assist students with completion of Daniels Fund scholarship.
* Support students in registering for the December ACT.

**December:**

* Hand out 2nd semester schedules to students for review before finals week.
* Make changes by request during finals week.
* Collect paperwork for concurrent enrollment and developmental education classes running second semester.
* Host a financial aid night for senior families.
* Assist students in completing Greenhouse Scholars, Hispanic Scholarship Fund, and Gates Millennium scholarships.

**January:**

* Make arrangements with 9th grade English teachers to visit classrooms: complete ICAP’s.
* Make final spring schedule adjustments.
* Enroll failing students in credit recovery.
* Complete missing ICAP’s for all students.
* Prepare/recruit for February FAFSA workshops.
* Work with students with early financial aid deadlines to complete CSS Profile and FAFSA.
* Start collecting/recognizing scholarship and college acceptances.

**February:**

* Meet with various departments and admin to discuss course offerings for following year.
* Give information for choice of studies to be reviewed at home with parents.
* Continue to support students in completing CSS Profile and FAFSA.
* Host two FAFSA workshops: one in beginning and one at the end of the month.
* Promote DSF scholarship completion.
* Support students in completing institutional scholarships and important scholarships due in March/April.
* Organize and chaperone 10th grade trip to University of Denver.

**March:**

* Park/CMAS testing.
* Students will complete choice of studies.
* Accuplacer testing for juniors for senior class placement and college readiness.
* Meet with English department to discuss college essay writing for Juniors.
* Follow up with students in FAFSA completion.
* Support students in completing the DSF scholarship before the 4/1 deadline.
* Advertise and post summer college, volunteer, and work opportunities.
* Organize and chaperone 9th grade college trip to the Auraria Campus.

**April:**

* Meet with seniors to discuss college admissions decisions; remind students to notify each college of their decision; discuss alternative choices and wait-list strategies when appropriate.
* ACT for Juniors.
* Hand out information for summer school & credit recovery.
* Meet with special education case managers to discuss choice of studies for their students.
* 8th grade articulation and choice of studies.
* Meet with seniors individually about financial aid award letters.
* Collect scholarship data and submit to relevant staff in charge of senior awards night.

**May:**

* Review students’ schedules for appropriate course selection for the following year.
* Proctor AP tests.
* Hand out schedules for students to review choices for next year.
* Senior district exit surveys on Naviance.
* Junior parent meeting about college entrance requirements, essays, and application process.
* Assist TJ students in completing college enrollment information.
* Assist new DSF TJ scholars in completing final application steps.

**Ongoing:**

* Meetings with students regarding academic, career, college, personal, and social development.
* Responsive services.
* District counselor meetings.
* TJ professional development meetings.
* Weekly TJ counselor meetings.
* 504 meetings.
* Grade level intervention meetings.
* Graduation meetings.
* Individual counselor meetings for various groups/departments/jobs (i.e. concurrent enrollment, AVID, Balarat, etc.).
* Update Naviance with relevant scholarship deadlines and communicate information to students.
* Update Naviance with college and scholarship acceptances.
* Notify and support students in completing scholarship opportunities.