

Program/Objective Target Population Expected Outcome:	Social Emotional All students grades 6-12 Students will be supported through individual and classroom activities along with social emotional resources to assist them in making informed decisions on academic, social, college and career related issues.	Program Objective/Goal	Staff & Resources	Other Resources	Dates/Timeframe	Evaluation Tools: Accountability	National ASCA Mindset & Behavior Standards:	NYS CDOS Standards:
Program Activity/Service:								
Student Pre-Prom Presentations	Empower Students to make healthy life choices	Counseling Dept. & Administration	SI Police Dept.	Spring	Student Feedback & Student Success	Domain S/E	3a.2, 3a.3, 3a.4, 3a.6	
Student Healthy Choice Presentations	Empower Students to make healthy life choices by educating students, utilizing coping strategies and resources in the community	Counseling Dept. & Administration	Suffolk County Health Department, HUGS, outside agencies	September - June	Student Feedback & Student Success	Domain S/E	3a.2, 3a.3, 3a.4, 3a.6	
Parent Workshop - Vaping, Narcan, Social Media	Enhance parent understanding regarding students making healthy life choices	Counseling Dept. & Administration	Suffolk County Health Department, HUGS, outside agencies	September - June	Parent Feedback & Student Success	Domain S/E	3a.2, 3a.3, 3a.4, 3a.6	
Unity Day Activities	Social Emotional	Club Advisor & Faculty	N/A	September - June	Student Feedback & Student Success	Domain S/E	3a.3	
Individual Counseling	Social Emotional	Counselor, Social Worker, School Nurse, Psychologist	N/A	September - June	Student Success	Domain A, S/E	3a 1-8	
Counseling as a related service	Social Emotional	Counselor, Social Worker & Psychologist	N/A	September - June	Student Success	Domain A, S/E	3a.2,3,4	
Crisis Counseling	Students will receive necessary supports to ensure their safety	Counselor, Social Worker & Psychologist		September - June	Student Success	Domain S/E	3a.3	
Attend Social/Emotional Meetings	Identify, develop and implement supports for students at risk (with respect to academic, behavior, physical/mental health, and/or attendance	Counselor, Social Worker, School Nurse, Psychologist & Administration	N/A	September - June	Student Success	Domain S/E	3a	
Facilitate Team Meetings with students, classroom teachers and counseling staff	Facilitate communication between all parties to improve students' academic performance	Counselor, Social Worker & Psychologist & Faculty	N/A	September - June	Student Success	Domain A, S/E	2.1, 3a.7	
Facilitate Individual Parent Meetings	Communicate with parents to address student needs	Counselor, Social Worker & Psychologist	N/A	September - June	Student Success	Domain A, S/E	2.1, 3a.4	
Communicate/Collaborate with Outside Counseling Agencies	Facilitate communication between all parties to help students	Counselor, Social Worker & Psychologist, School Nurse	North Fork Coalition	September - June	Student Success	Domain S/E	2.1, 3a.7	
Refer Students/Families to Outside Agencies	Ensure student safety and provide resources for support	Counselor, Social Worker & Psychologist, School Nurse	North Fork Coalition	September - June	Student Success & Parent Feedback	Domain S/E	2.1, 3a.7	

Connect Students to Community Service Opportunities	Students will become familiar with Community Service projects and needs in the community	Counseling Dept. & Faculty	Community Organizations, 10K, Lion's Club, Churches	September - June	Community Service Hours Records & Community Feedback	Domain A, S/E, C	3a.2, 3a.6, 3a.8
Dignity for All Students Act	Social Emotional	Counseling Dept., Administration & Faculty	N/A	September - June	Student Success	Domain A, S/E	3a.4, 3a.6
Anti-Defamation League - A World of Difference Program	Student led program designed to raise awareness of tolerance and acceptance	Counseling Dept., Administration & Faculty	Student Leaders	September - June	Student Success & Communication between students	Domain S/E	3a.4, 3a.6

Academic									
All students grades 6-12									
Students will be supported through individual academic counseling along with academic resources to assist them in making informed decisions on academic, college and career planning.									
Program/Objective	Target Population	Expected Outcome:	Program Objective/Goal	Staff Assigned	Other Resources	Dates/Timeframe	Evaluation Tools: Accountability	National ASCA Mindset & Behavior Standards:	NYS CDOS Standards:
Program Activity/Service:			Parents will receive information about secondary school and Graduation requirements	Counselor, Administration, School Nurse		Spring	Parent Feedback, Student Success	Domain A, S/E	2.1, 3a.3
6th & 7th Grade Parent Orientation			Incoming 6th graders will receive class schedules, locate classrooms and practice opening lockers in preparation for first day of school	Counselor, Administration	N/A	Late Summer	Student Success & Feedback	Domain A, S/E	2.1, 3a.3
Secondary Student Orientation for grade 6			Students/families will meet with counselor to discuss class schedule, graduation requirements, tour school, find classrooms and practice opening locker						
New Student Family Meetings & Tour of School			Students' academic records are reviewed for class placement and transcript development	Counselor	N/A	September - June	Student Success & Feedback	Domain A, S/E	2.1, 3a.3
Records review & Transcript Development for all new students			Students will understand progress toward graduation and map out academic plan and goals and provide information about how to interpret PSAT/Pre-ACT score reports, review SAT/ACT registration process.	Counselor	Guidance Clerical	September - June	Student Success, Records Review	Domain A	2.1, 3a.1
Individual Student/Parent Schedule and Post-Secondary Planning Meetings			A structured meeting with all ENL students in grades 6-12 with administration, school counselor, ENL teacher, and parents to discuss their academic progress. Students will understand their progress toward graduation and the school will provide academic support where needed. Students who are contemplating dropping out, will have additional meetings with all parties.	Counselor, Admin, ENL Teacher	N/A	December - May	Student Success, Parent Feedback	Domain A, S/E	2.1, 3a.1, 3a.2, 3a.5
ENL Annual Review/Academic Support Meetings			Students will increase career awareness in secondary School options and post-secondary opportunities	Counselor	Parents	December - May	Student Success	Domain A, C	2.1, 3a.3
Site Visit to Eastern Long Island Academy of Applied Technology (formerly ES BOCES)			Ensure all students are taking required courses for graduation and course rigor and necessary supports are in place.	Counselor	N/A	February	BOCES Enrollment	Domain A, C	1.1, 2.1, 3a.2
Review and Adjust Schedules			Identify students at risk by reviewing grades & mid quarter checkpoint comments	Counselor	Administration, Classroom teachers	September - June	Student Success and Graduation rates	Domain A	2.1, 3a.3
Monitor Student Academic Progress			Academic	Counselor	Classroom teachers	September - June	Student Grades and passing rates	Domain A	2.1, 3a.3
AIS Monitoring			Students will meet with Counselor to discuss academic issues and study skills	Counselor	IST Team	September - June	Data	Domain A	2.1, 3a.1
At Risk Meetings with students in danger of failing			Determine if Regent examination(s) need repeating for graduation and/or higher diploma type. Counselor encourage students to aim for the highest type of diploma	Counselor	Classroom teachers	September - June	Data	Domain A, S/E	2.1, 3a.3
Regents Failure Notification to Students/Family			Notify students about summer school options for credit recovery and remediation to meet graduation requirements.	Counselor	Classroom teachers	January, June	August/January Regents Registration Rates	Domain A	2.1, 3a.3
Summer School Information			Academic	Counselor	East End School Districts	June	Registration data	Domain A	2.1, 3a.3
Maintain Cumulative Records				Counselor	Guidance Clerical	September - June	Records Review	Domain A, C	

Refer and attend IST Meetings	Identify, develop and implement supports for students at risk with IST Team	Counselor	Classroom teachers Faculty, Students, Parents, CSE Chairperson	September - June	Data	Domain A, S/E	2.1, 3a.3
Attend all CSE Meetings		Counselor	Classroom teachers	September - June	Data	Domain A, S/E	2.1, 3a.1, 3a.2, 3a.3
At Risk Attendance Monitoring	Meet with Student, Contact Parents and referral for more intensive support Students will understand progress toward graduation and map out academic plan and goals	Administration, School Nurse, Counselor	Classroom teachers	September - June	Increase student attendance	Domain A, S/E	2.1, 3a.2
ENL Student/Parent Meetings	Students will meet with Counselor to review Graduation requirements based on Quarter 1 progress report card and diploma type. Student/parent required to sign off on graduation progress and diploma type.	Counselor, ENL Teacher, Administration	Classroom teachers	September - June	Parent Feedback, Student Success	Domain A, S/E	2.1, 3a.2
Senior Graduation Communication/Meeting		Counselor	Guidance Clerical	End of first Quarter	Parent Feedback, Student Success, % of signed documents	Domain A, C	2.1, 3a.3
Senior Student/Parent Meetings	Individual meetings to discuss post-secondary plans & application process	Counselor	Guidance Clerical	September/October	Parent Feedback, Student Applications to Colleges, Employment, Military	Domain A, C	2.1, 3a.3

Career/College Preparation All students grades 6-12 To successfully prepare students the college admissions process and/or career programs.						
Program/Objective Target Population Expected Outcome:	Program Objective/Goal	Staff Assigned	Other Resources	Dates/Timeframe	Evaluation Tools: Accountability	National ASCA Mindset & Behavior Standards: NYS CDOS Standards:
Learning Style Inventory	Allows students to recognize and understand their natural learning style, discover better learning strategies and gain career development skills	Counselor	Naviance	September - June	Naviance Data	Domain A, C, LS (1-10) 2.1
Career Cluster Finder	Students will research careers, daily activities within the career, salary ranges, and education needed for each career	Counselor	Naviance	September - June	Naviance Data	Domain A, C, LS (1-10) 1.1, 3a.3, 3a. 5, 3b
Road Trip Nation	Students explore career journeys through videos/inspirational stories of self discovery.	Counselor	Naviance	September - June	Naviance Data	Domain A, C, LS (1-10) 1.1, 3a.3, 3a. 5, 3b
Strengths Explorer	Students learn about their academic/personal strengths	Counselor	Naviance	September - June	Naviance Data	Domain A, C, LS (1-10) 1.1, 3a.3, 3a. 5, 3b
Do What You Are	Uses personality types to suggest careers and clusters that may be a good match for a student	Counselor	Naviance	September - June	Naviance Data	Domain A, C, LS (1-10) 1.1, 3a.3, 3a. 5, 3b
Naviance Resume	Students will create a resume including all of their high school extracurricular activities, honors/awards, work experiences college apps, scholarships, & employment	Counselor	Naviance	September - June	Naviance Data	Domain A, C, LS (1-10) 1.1, 2.1, 3a. 3, 3a.5
Work Permit	Obtain work permits from NYSED and provide to students. Keep record of all permit applications	Guidance Clerical	Department of Education	September - June	% of students with Work Permits	Domain C, LS (1-10) 2.1
SAT/ACT Prep	Provide students with instruction to prepare for college entrance exams	Counselor, Classroom Teachers	Method Test Prep	September - January	Data	Domain A, C 2.1, 3a.3
NCAA Coordinator	Student Athletes will be aware of courses that will be approved by the NCAA for Division I and Division II	Counselor, Athletic Director	NCAA Eligibility Center	September - June	NCAA Registration & % of Eligible students	2.1, 3a.1, 3a. 3
Coordinate Services for Students with Disabilities on ACT/SAT & PSAT/Pre-ACT	Students receive Testing Accommodations	Counselor	Special Education Department	September - June	Data/Student Success	Domain A, C LS (1-10) 2.1, 3a.3
College Credit Program through Suffolk Community College & St. John's University	Students receive College Credit for certain High School Classes	Counselor	SCCC & St. John's Univ.	September - June	Credits Earned	Domain A, C LS (1-10) 2.1, 3a.3
SAT & ACT Exam Administration - Administer 2 of each per school year	Provide opportunity for students to take College Entrance exams on Shelter Island	Counselor	School Staff and ACT & College Board	October, February, March	Data & % of Students Registered	Domain A, C LS (1-10) 2.1, 3a.3
Administer PSAT & Pre-ACT	All 10th grade students will experience an abbreviated Pre-ACT in preparation for the ACT. All 11th grade students will take the PSAT/NMSQT.	Counselor, Classroom Teachers	N/A	October	Data	Domain A, C LS (1-10) 2.1, 3a.3
Junior College Visit	Students will see visit up to two college campuses and attend admissions information sessions. Prepare and distribute all necessary Field Trip/Transportation Permission Slips	Counselor/Guidance Clerical	Shelter Island Presbyterian Church Grant	Fall and/or Spring	% of students attending, Student Feedback	Domain A, C LS (1-10) 3a 1-8
Junior Job Shadow Day	Students will spend a day with a business to experience the career field they are interested in. Prepare and distribute all necessary Field Trip/Transportation Permission Slips	Counselor	North Fork Business Advisory Group	October	% of students participated, Student Feedback	Domain C LS (1-10) 1.1, 2.1

Junior/Parent Meetings	Review transcripts, academic progress, PSAT scores, understand how GPA/ACT/SAT scores are used in college admissions and revisit the log-in progress for Naviance, discuss SAT/ACT registration deadlines and test prep class. Timeline for college application process and notify students and families of upcoming Junior Summer packet that includes, Common app essay information, resume and parent/student questionnaires.	Counselor/Guidance Clerical	N/A	December/January	Student/Parent Feedback	Domain A, C LS (1-10)	3a 1-8
Summer Common App Workshop	Students will learn how to use the Common Application with group or individual instruction	Counselor	N/A	August	% of students who participate, student feedback	Domain C, LS (1-10)	3a, 3b
Financial Aid Night Workshop	Evening presentation for students and parents to learn about the Financial Aid process, the different kinds of aid, how aid is determined (Government & Institutional and how to apply for it. Prepare individual packets for parents and students to reference at home	Counselor/Guidance Clerical	Outside Speaker	September	parent/student feedback	Domain A, C, S/E	1, 2.1, 3b
Financial Aid Completion Support Sessions	Students/Parents will receive support in completing the FAFSA	Counselor	N/A	September - June	parent/student feedback	Domain C	1, 2.1, 3b
Senior Meetings	Schedule individual student and parent meetings to make sure both are aligned in their post secondary planning/decisions. Outline the College application process and timeline. Prepare individual packets for parents and students to reference at home	Counselor/Guidance Clerical	N/A	September/October	Student/Parent Feedback	Domain A, C	1, 2.1, 3b
Scholarship Opportunity Communication	Students/Parents will learn about the variety of scholarships available and the Community Packet including local scholarships	Counselor/Guidance Clerical	N/A	February-May	% of students who apply for scholarships	Domain A, C, S/E	1, 2.1, 3b
Senior Mentor Breakfast	Students meet with community members for roundtable career/life advice and discussions. Prepare all necessary Field Trip/Transportation Permission Slips	Counselor/Guidance Clerical	North Fork Business Advisory Group/Peconic Landing	November	Student Feedback	Domain C	1, 2.1, 3a, 3b
College Awareness Day	Increase students' awareness of a diverse variety of college and trade schools and to view college as possible and desirable	Counselor/Guidance Clerical	Classroom Teachers	Mid October	Student Feedback & knowledge about college, career options	Domain C LS (1-10)	1.1, 3a-3, 3b
Mini College Fair	Host approximately 30 College Admissions Representatives annually to speak with all students in grades 9-12 to give them an understanding of college admissions	Counselor/Guidance Clerical	Classroom Teachers/College Admission Representatives	Mid October	Student Feedback, College Admission Representative Feedback	Domain A, CLS (1-10)	1.1, 3a-3, 3b
College Representative Visits in Guidance Office	Individual meetings with College Admissions reps for better understanding of college programs and admissions	Counselor/Guidance Clerical	College Representatives	September - June	Student Feedback, College Admission Representative Feedback	Domain A, C	1.1, 3a-3, 3b
Teacher Recommendations	Manage recommenders and letters in Naviance	Counselor	Classroom Teachers, Naviance	September-December	Completed Applications	Domain A, C	1.1, 3a-3, 3b
Individual Student College Application Meetings	Work with students, one on one, to provide individual instruction on college applications	Counselor	N/A	September - May	Completed Applications	Domain A, C	1.1, 3a-3, 3b
On Site Admission	Students will apply to colleges for an immediate admission decision when available	Counselor	College Admissions Representatives	September-May	Completed Applications	Domain A, C	1.1, 3a-3, 3b

College Application Submission	Ensure all student applications include necessary documents from both students, teachers and counselor/school and send through Naviance or school specific portal.	Counselor	Guidance Clerical	September-April	Completed Applications	Domain A, C	1.1, 3a-3, 3b
Military Opportunities	Students will meet with a liaison officer from the desired military branch to gain information about career opportunities available	Counselor	Military Recruiters American Legion & American Legion Auxiliary	September-June	% of students who Enter the Military	Domain A, C, S/E	1.1, 3a-3, 3b
American Legion Boys/Girls State & Rotary Youth Leadership Programs	Students will learn about leadership opportunities, how to apply and when	Counselor	Community Employers and Community Organizations	September-June	% of students who participate	Domain A, C, S/E	1.1, 3a-3, 3b
Annual Job and Community Service Fair	Students will meet with local business owners to learn about summer job and community service opportunities	Counselor/Guidance Clerical		April	% of students who have jobs and logged community service hours	Domain A, C, S/E	1.1, 3a-3, 3b
National Decision Day	Students will advertise their college or career of choice	Counselor	N/A	May 1	% of students who participate	Domain C	1.1, 3a-3, 3b

Program Objective Target Population Expected Outcome:							Social/Emotional, Academic, College & Career Preparation All students grades Prek-5 Students will be supported through individual and classroom activities along with social emotional resources to assist them in making informed decisions on a			
Program Activity/Service:	Program Objective/Goal	Staff & Resources	Other Resources	Dates/Timeframe	Evaluation Tools: Accountability	National ASCA Mindset & Behavior Standards:	NYS CDOS Standards:			
Monitor Student Academic Performance	Academic	Admin, Social Worker, Psychologist	Power School	September - June	Data	Domain A	2.1, 3a 1-8			
Meet with students struggling academically	Academic	Admin, Social Worker, Psychologist	Counselor	September - June	Data, Student Success	Domain A	2.1, 3a 1-8			
Refer and attend Instructional Support Team (IST) Meetings	Academic/Social Emotional	Counselor, Social Worker, Psychologist, Classroom Teacher, Admin.	IST Team	September - June	Data	Domain A, S/E	2.1, 3a 1-8			
Refer and attend Committee of Special Education (CSE) Meetings	Academic/Social Emotional	Counselor, Social Worker, Psychologist, Classroom Teacher, Admin.	CSE Committee	September - June	Data, Student Success	Domain A, S/E	2.1, 3a 1-8			
Individual Counseling	Social Emotional	Counselor, Social Worker, School Nurse, Psychologist	N/A	September - June	Student Success	Domain A, S/E	3a 1-8			
Counseling as a related service	Social Emotional	Counselor, Social Worker & Psychologist	N/A	September - June	Student Success	Domain A, S/E	3a.2,3,4			
Crisis Counseling	Students will receive necessary supports to ensure their safety	Counselor, Social Worker & Psychologist		September - June	Student Success	Domain S/E	3a.3			
Attend Social/Emotional Meetings	Identify, develop and implement supports for students at risk (with respect to academic, behavior, physical/mental health, and/or attendance	Counselor, Social Worker, School Nurse, Psychologist & Administration	N/A	September - June	Student Success	Domain S/E	2.1, 3a 1-8			
Facilitate Team Meetings with students, classroom teachers and counseling staff	Facilitate communication between all parties to improve students' academic performance	Counselor, Social Worker & Psychologist & Faculty	N/A	September - June	Student Success	Domain A, S/E	2.1, 3a.7			
Facilitate Individual Parent Meetings	Communicate with parents to address student needs	Counselor, Social Worker & Psychologist	N/A	September - June	Student Success	Domain A, S/E	2.1, 3a.4			
Communicate/Collaborate with Outside Counseling Agencies	Facilitate communication between all parties to help students	Counselor, Social Worker & Psychologist, School Nurse	North Fork Coalition	September - June	Student Success	Domain S/E	2.1, 3a.7			
Refer Students/Families to Outside Agencies	Ensure student safety and provide resources for support	Counselor, Social Worker & Psychologist, School Nurse	North Fork Coalition	September - June	Student Success & Parent Feedback	Domain S/E	2.1, 3a.7			
Dignity for All Students Act	Social Emotional	Counseling Dept., Administration & Faculty	N/A	September - June	Student Success	Domain A, S/E	3a.4, 3a.6			
Review Daily Attendance	Academic/Social Emotional	School Nurse, Admin	Classroom Teacher/Power School	September - June	Data	Domain A, S/E	2.1, 3a 1-8			
Elementary Master Schedule Creation	Academic	Counselor/Admin	N/A	Fall/Winter	Data	Domain A	2.1, 3a 1-8			

Back to School Night/Open House	Academic	Counselor, Social Worker, Psychologist, Classroom Teacher, Admin.	N/A	Fall	Parent Feedback	Domain A, S/E	2.1, 3a 1-8
Sanford Harmony Goals Program	Social Emotional Program	Social Worker, Psychologist, Classroom Teacher	Peconic Teacher Center	September - June	Student Participation and Behavior	Domain S/E	2.1, 3a 1-8
Career Lessons	College/Career Preparation	Counselor	SI Public Library	September - June	Student Feedback	Domain C	2.1, 3a 1-8
Elementary College Awareness Day	College/Career Preparation	Classroom Teacher/Counselor	College Admissions Representatives	October/November	Student Feedback	Domain C	2.1, 3a 1-8
Coordinate Community Service Opportunities (Veteran Letters)	Social Emotional Program	Social Worker, Psychologist	Local Churches and Civic Organizations	September - June	% of Student Participation, Student Feedback	Domain A, C, S/E	2.1, 3a 1-8

Student Driven Administrative Activities		National ASCA Mindset & Behavior Standards:		NYS CDOS Standards:					
Program/Objective	Target Population	Expected Outcome:	Program Objective/Goal	Staff Assigned	Other Resources	Dates/Timeframe	Evaluation Tools: Accountability	National ASCA Mindset & Behavior Standards:	NYS CDOS Standards:
All Administrative tasks necessary to assist students in their Academic, Social and Personal Development									
PreK - 12 Master Schedule			Create a master schedule to meet all the academic needs of students in grades PreK - 12	Counselor/Admin	N/A	September - March			
PowerSchool Master Schedule			Create master schedule in PowerSchool along with teacher/room/course section/meeting time etc.	Guidance Clerical	PowerSchool	March-June			
PowerSchool - PowerScheduler			Enroll students in courses for following school year	Guidance Clerical	PowerSchool	March-June			
Secondary School Locker Assignments			Assign lockers for students in grades 6-12	Guidance Clerical	N/A	June, September			
Update Course Descriptions in Curriculum Guide			Update the Curriculum/Program Guide annually to reflect the most current course offerings and activities	Counselor/Admin/Classroom teacher/Guidance Clerical	N/A	November - January			
Develop Staffing and Section Projections based on student needs			Review Enrollment data and teacher feedback	Admin/Counselor	N/A				
State Course Code Alignment and Verification			Ensure our course catalog is aligned with the correct NYSED course code to ensure correct Level 0 reporting	Counselor/Guidance Clerical	NYSED	September-June			
AIS (Academic Intervention Services) Student Placement & Monitoring			Coordinate with IST team to ensure we are meeting students needs based on teacher recommendations and testing results.	Admin/Counselor	IST Team	September - June			
Assign Portal Access to students and families			Assign PowerSchool Portal access to students and families and maintain log in information	Guidance Clerical	PowerSchool	October - July			
Validate and store final quarter grades and year-end grades in PowerSchool			Using PowerSchool to create historical records for each student	Guidance Clerical	PowerSchool	June/July			
Create High Honor Roll & Honor Roll Lists each quarter and coordinate Awards Breakfast for eligible students			Using PowerSchool to run reports to determine High Honor Roll and Honor Roll. Report is used for Awards Breakfast. List is distributed to Admin, Counselor and local paper for publishing	Guidance Clerical	PowerSchool	November - June			
Academic Wall of Fame			Update quarterly with names of students on High Honor Roll and Hon Roll.	Counselor/Guidance Clerical	N/A				
Parent Letters and Communications: Parent/Teacher Conferences			Mailing to families regarding the availability of Parent Teacher Conferences to coincide with end of Quarter 1 and Quarter 2 marking periods	Counselor/Guidance Clerical	N/A	November/February			
Parent Teacher Conference Schedule			Schedule conferences with parents and teachers at the end of Quarter 1 and Quarter 2 marking periods. Coordinate translator	Guidance Clerical	N/A	November/February			
Parent Letters and Communications: Regents and AP/SAT/ACT/PSAT/Pre-ACT Testing			Mailing to families as necessary to inform them of upcoming testing. Dates vary throughout the year based on the test(s) available	Counselor/Guidance Clerical	N/A	September - June			
Collect AP Exam Fees			Collect, update payment list, and prepare for deposit	Guidance Clerical	N/A	September - May			

Coordinate Testing Proctor/Room Schedules	Assign appropriate proctors and rooms for students testing to include those with approved accommodations	Counselor/Guidance Clerical	N/A	October, January, May, June		
AP Coordinator - Manage AP Exam Ordering and Registration of All Students	Work with students and teachers to register students on line to take AP exams	Counselor	College Board	September-November		
SAT & ACT Testing Coordinator - Administer 2 of each per school year	Coordinate proctors, rooms, testing materials for students wishing to take the SAT/ACT	Counselor	College Board, ACT	October, February, March		
Coordinate Testing Accommodations for Students with Disabilities	Manage correspondence with College Board and ACT to assure appropriate testing accommodations are being offered	Counselor/SSD Coordinator/Guidance Clerical	College Board, ACT	September - June		
Manage Naviance System/Resources	Update Naviance with current student information to include current GPA, email addresses, most recent test scores etc. In addition maintain Teacher List for letters of recommendations	Counselor/Guidance Clerical	Naviance	September - June		
Place order for Regents Exam and Foreign Language Association Consortium Exam	Order exams for students testing for all regent level courses and foreign language exams. Student list includes those students currently enrolled in the course as well as "walk in" testers	Counselor/Admin	NYSED, ES BOCES	September/October, January/February		
Manage RYLA Leadership Conference Participation	Work with students to become student leaders for RYLA	Counselor/Students	N/A			
Manage Guidance Website Content	Update Guidance page of SLUFSD website with new information pertaining to the Guidance Department. Information includes recent events, important documents, and links to important websites	Counselor/Guidance Clerical	N/A	September - June		
Create and Update School Profile	Update School Profile to reflect current school statistics and course offerings	Counselor/Guidance Clerical	Naviance	September		
College Document Electronic Submissions	Manage all necessary documentation for students required to submit college applications including teacher recommendations, FERPA and Common app match to Naviance	Counselor/Guidance Clerical	Naviance, SUNY Portal, & School Specific Portals	September - April		
Coordinate Scholarship Program, (Includes all communication with Donors, students/families, scholarship committee)	Annual appeal letters to donors. Master worksheet to keep track of awards received and donor availability to present to award recipient	Counselor/Guidance Clerical	N/A	January - June		
Coordinate and plan Graduation Ceremony	Create program, order flowers/water, organize stage for Graduates, BOE and Administration. Organize presentors and	Counselor/Guidance Clerical/Admin/Facilities	N/A	April - June		
Scholarship Award Ceremony	Create program, organize presentors, coordinate award certificates and Emcee	Counselor/Guidance Clerical	N/A	April - June		
Graduation Rehearsal	Work with seniors on preparing for Commencement Ceremony, distribute caps and gowns	Guidance Clerical/Music Department	N/A	June		
Community Service Verification and Records	Track and record community service hours per student for recognition and scholarship opportunities	Guidance Clerical	N/A	September - June		
Update Power School and Naviance with State & other Assessment Scores	Ensure student records are up to date reflecting to most recent assessment scores	Guidance Clerical	PowerSchool, Navia	September - June		
Manage List and Mail Letter to Families regarding No Child Left Behind Act/Opt-Out	Send required No Child Left Behind Act letter to junior and senior families. Update list according to responses and send to necessary military branches as requested	Superintendent/ Counselor/ Guidance Clerical	N/A	November		

Coordination of BOCES Enrollment, Grading, Attendance & Student Progress	Track student enrollment, progress, attendance and grades. Update PowerSchool to reflect grades/comments from BOCES	Counselor/Admin/ ES BOCES/Guidance Clerical	N/A	September - June			
Diplomas	Order, coordinate district signatures, affix appropriate seals	Guidance Clerical	Herff Jones	October, June			
Transition Binders	Provide Transition activities for teachers and their Special Education Students	Counselor/Guidance Clerical/Special Ed Department	N/A	September			
Valedictorian/Salutatorian Verification	Track student enrollment, progress, attendance and grades	Math Department/Admin/ Counselor	N/A	April			
Permanent Academic Files	Update student permit records with all necessary documents. Archive files as necessary	Guidance Clerical	N/A	September - June			
Employment Permit Applications/Records	Obtain work permits from NYSED and provide to students. Keep record of all permit applications	Guidance Clerical	NYSED	All year			
Coordinate Community Service Activity Opportunities	Work with community organizations to offer community service opportunities to students	Guidance Clerical	Local Churches/Civic Organizations	September - June			
Enrollment Verification and Transcript Requests	Validate current and former student enrollment and graduation when necessary and provide former students with high school transcript.	Guidance Clerical	Permanent academic files, PowerSchool	All year			