

Utah Comprehensive Guidance Program
Interim Report
Connecting Program Improvement and Student Learning

CCGP Three-Year Interim Review: The CCGP three-year Interim Review will be structured at the discretion of the local district. These reviews should focus on identifying program strengths and weaknesses, using data to effect program change, and results of improved behavior, attendance, or academic achievement for students. Districts will be encouraged to use this less formal review process to allow schools to plan and share data projects in a feeder system or a school to school format within the district or within the CTE region, preferably on an annual basis in lieu of the once every three year format. Districts will provide names of schools and plans for review structure for the current year in their annual RFP for the CCG Program. District personnel can require a formal, traditional Performance Review using the on-site process and out of district teams if they have concerns about the performance of a specific program or if significant changes have been made in the counseling team personnel.

Interim review reports are submitted **electronically using the CCGP interim review signature page (in PDF format)** and are due to the USOE by **May 1st**. *The on-line CCGP annual self-evaluation will still be completed by schools participating in the interim review.*

	Check List	Description	Evaluation	
			Yes	No
1	CCGP Review	The CCGP team participated in annual self evaluation, standards are being met and the department has created program goals for improvement.	<input type="radio"/>	<input type="radio"/>
2	Comprehensive Counseling and Guidance Training	All counseling team members and administrators have recently participated in USOE sponsored Basic Training to support the integration of the Comprehensive Counseling and Guidance Program with the NSSE School Improvement Plan.	<input type="radio"/>	<input type="radio"/>
3	Program Improvement Projects AKA Data Projects	The CCGP team has shared data projects in a feeder system or a school to school format within the district or within the CTE region, preferably on an annual basis in lieu of the once every three year format.	<input type="radio"/>	<input type="radio"/>
4	UtahFutures	Students have at least an annual opportunity to explore CTE Pathways and create SEOPortfolios using the tools UtahFutures.	<input type="radio"/>	<input type="radio"/>
5	Counselor Membership	At least one member of counseling team is a member of the national counselor organization (ASCA) to support the site based CCGP. In smaller districts or schools, at least one member per district is a member of ASCA and can share the materials with other school counselors during district sharing and training.	<input type="radio"/>	<input type="radio"/>
Additional Comments:				

This form is to be filled out by the district CTE director or district counselor specialist. By completing the below information the CTE director certifies the CCGP interim review procedure has occurred under his/her direction. This is the only form that must be submitted to USOE, CCGP secondary specialist for the CCGP interim review process. Please keep any at your district for your records. Only the 6 year performance review/Green Booklet document is required to be submitted to USOE. Individual schools will still complete an electronic annual self-evaluation for submission to USOE, CCGP secondary specialist.

Date:	
School:	District:
School Phone:	School Address:
CTE Director	Email address
School Administrator:	Email address
Counseling Department Chair	Email address
Counselors	Email address