



DHS Freshman Timeline

Spring of 8th Grade

- 8th Grade Counselors and Career Prep teachers present the High School Graduation Plan and Career Pathway/ Endorsements available to students, prior to 9th grade course selection.
- Endorsement Night- M.S. and H.S. Counselors meet with 8th grade parents and students in order for students to declare an Endorsement.
- 8th grade Counselors ensure that all students have selected 8 classes including an Endorsement.
- High School Counselors must check off all Middle School course selections to ensure that all incoming 9th graders have scheduled 8 classes.
- High School Counselors must document all High School credits earned during Middle School. Middle School Counselors provide a list of students that were unsuccessful in a High School course taken during 8th grade year a week after final grades have posted. High School Counselors make changes to course requests, once the failure list has been received from the Middle School Counselors.

August

- August- Review 9th grade schedules and ensure course selection is appropriate

September

- Fall Guidance Lesson - Introduction to High School- Graduation Requirements (credits and EOC exams), Transcripts, Attendance Policy, Who's Who at DHS, Grading Policy, Tutoring, Clubs/Activities, etc.

October/November

- Individual Fall guidance. Review grades and meet with students regarding failures/attendance issues.

January

- Review Semester 1 grades and transcripts/credits.

February

- Spring Guidance Lesson, Individual course selection for all students

March/April

- Individual Spring guidance- Review grades and meet with students regarding failures/attendance issues.

May

- Testing- EOC and AP testing, Review grades and meet with students regarding grades; attendance and summer plans.
- End of the year- Review Semester 2 and Final transcripts, credits and make summer school recommendations for students.

Note: High School Counselors must ensure each 9th grader completes a Personal Graduation Plan by the end of their 9th grade year. The parent and student must be involved in this process.



DHS- Sophomore Timeline

June/July

- High School Counselor must check off and review courses/credit earned up to 9th grade year, including Summer School.

August

- Audit transcripts using approved audit checklist.
- Review 10th grade schedule and ensure course selection is appropriate.

September

- Fall Guidance Lesson - Graduation Requirements (credits and EOC exams), Transcripts, Attendance Policy, Grading Policy, Tutoring, Clubs/Activities, etc.

October/November-

- Individual Fall guidance. Review grades and meet with students regarding failures/attendance issues.

January

- Review Semester 1 grades and transcripts/credits.

February

- Spring Guidance Lesson, Individual course selection for all students- Discuss AP, Dual Credit, TSI, College Admission exams.

February/March

- High School Counselor meets with 10th grade students for course selection for next school year, review credits needed for Graduation and discuss summer activities (Summer camps, College test prep, volunteer, etc....).

March/April

- Individual Spring guidance- Review grades and meet with students regarding failures/attendance issues.

May

- Testing- EOC and AP testing, Review grades and meet with students regarding grades; attendance and summer plans.
- End of the year- Review Semester 2 and Final transcripts, credits and make summer school recommendations for students and or Dual Credit opportunities.
- Review schedule and ensure course selection is appropriate.



DHS - Junior Timeline

July/ August

- Audit transcripts using approved audit checklist
- Review schedule and ensure course selection is appropriate
- Review summer school and dual credit course completions

September

- Fall guidance
- Transcript peer review
- Distribute rank

October

- Fall visits
- Review failing grades and distribute appropriate failure letter
- Review credit recovery progress
- Lead counselor transcript review

November

- Individual Fall visits

December

- Individual Fall visits
- Review 2nd semester schedules

January

- Review failures from 1st semester
- Begin the course selection for next school year

February

- Distribute rank
- Spring guidance
- Individual meetings to review course selection
- Review grades and distribute approved failure letters

March

- Individual meetings to review course selection and grades

April

- Final review for upcoming senior year

May

- Distribute summer school information as needed



DHS Senior Timeline

August/Sept

- Audit Transcripts and adjust student schedules according to credit needs
- Check for summer school and Dual Credit courses taken
- Senior Transcripts Peer Review
- Distribute Senior Rank (Cafeteria)

October

- Lead Counselor Transcript Review
- Senior Classroom Presentations

Oct-Dec-

- Individual Senior Meetings (see attached form)
- Meet with 9wk failures (Senior failure letter attached)
- Credit Recovery Progress Check
- Review Spring Schedules

January

- Review Semester Failures

February/March

- Distribute Spring Rank
- Individual Senior Meetings
- Meet with 9 week failures
- Identify those in danger of not graduating, complete PACE process, if applicable

April

- Credit Recovery Progress Check

May

- Final graduation review
- Graduation
- Summer School Registration

June

- Summer School Registration



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