

High School Monthly Links

July 2026 August 2025 September 2025 October 2025 November 2025 December 2025	January 2026 February 2026 March 2026 April 2026 May 2026 June 2026	Year at a Glance Ongoing Monthly Maps: Elementary Middle School High School
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School Counselor Excellence Initiative (SCEI) Domains

SCEI domains are included with monthly maps for alignment of your comprehensive school counseling program

Domain 1	Domain 2	Domain 3	Domain 4
<p>1.1 Vision and Mission Statements: Collaboratively develops an evidence-based counseling program vision and mission that paints an actionable picture of success for all students</p> <p>1.2 Annual Student Outcome Goals: Set actionable, responsive goals grounded in qualitative and quantitative data and aligned to mission and vision of the counseling program</p> <p>1.3 Planning and Use of Time: Develops an annual calendar of activities paired with a daily schedule of responsibilities that designates 80% of time in service to students</p>	<p>2.1 Individual Planning: Assists with the creation and implementation of academic, graduation, and post-secondary goals for individual students</p> <p>2.2 Guidance Curriculum: Delivers, in large group or classroom setting, effective instruction in the areas of academic, college/career/ military readiness, and/or personal-social and emotional development</p> <p>2.3 Responsive Services: Provides to students effective, differentiated individual, small group, and/or crisis counseling</p> <p>2.4 System Support: Collaborates with campus staff and stakeholders to advocate for students and their needs</p>	<p>3.1 College, Career, and Military Readiness Support: Implements school-wide activities that promote attainment of campus CCMR goals (3X)</p> <p>3.2 College, Career, and Military Readiness Advisement: Helps students understand the importance of post-secondary education as a pathway to a career</p> <p>3.3 College, Career, and Military Readiness Exploration: Helps students and families navigate postsecondary awareness, admissions, and financial literacy</p> <p>Eight Components of College Readiness.</p>	<p>4.1 Professionalism: Models and promotes the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors (2X)</p> <p>4.2 Professional Learning: Seeks opportunities to grow professionally and further enhance their skills in order to provide effective academic, social emotional, and college/career supports to all students</p> <p>4.3 School Community Engagement: Leverages students, parents, staff, and the community to foster an environment of collaboration and shared goals</p> <p>4.4 Leadership and Advocacy: Exhibits leadership characteristics, is visible on campus, and serves as a strong advocate for students and the campus</p>

Counselor Links

K-12 Guidance Lessons & Resources	Counselor Resources	PD Calendar/Registration
Weekly Focus Lessons	Newsletter Archives	Counselor Upload Form

ONGOING - Check monthly

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SCEI <small>Click for description</small>	TASKS (REQUIRED)
2.1, 2.3	<input type="checkbox"/> Conduct Individual Advising Meetings <ul style="list-style-type: none"> ● Review SchoolLinks data to ensure all students have a 4 year plan, 6-8 year plan, and PGP. ● Meet with each student on caseload to include: <ul style="list-style-type: none"> ○ Goal setting and future aspiration as part of surveys, 4 year plans, 6-8 year plans, Personal Graduation Plan (create in 9th and review throughout HS in ongoing grades) ● Academic Success Conferences (identify students who meet criterion): <ul style="list-style-type: none"> ○ 2 unexcused absences ○ Failing 2 or more core courses
2.3	<input type="checkbox"/> Conduct 1 small group session focusing student needs and impact <ul style="list-style-type: none"> ● Each counselor must complete one group per semester in HS
2.4	<input type="checkbox"/> Collaborate, participate, and communicate with campus committees (SST, MTSS, 504, ARD, Attendance, etc.)
2.3	<input type="checkbox"/> Conduct individual counseling sessions with students within 1-2 days after receiving request <ul style="list-style-type: none"> ● Campus counselor completes brief counseling: 3-6 sessions ● Refer to Mental Health Clinician for extended services, if necessary
2.2, 2.4	<input type="checkbox"/> Conduct new student/parent orientation upon enrollment
	<input type="checkbox"/> Senior Records Review (SRR) with Counseling Services (Fall/Spring)
1.3, 4.3	<input type="checkbox"/> Provide weekly/monthly schedule to administrators, staff, and community <ul style="list-style-type: none"> ● Email, website, posted outside office
1.1, 2.1, 2.3	<input type="checkbox"/> Identify off track students and enroll in credit recovery options <ul style="list-style-type: none"> ● Reconnect, Evening Academy, GRAAD Lab, Freshmen On-Track, etc.
1.1, 2.1, 2.3	<input type="checkbox"/> Monitor students in credit recovery (Reconnection and Evening Academy)
1.3, 3.2, 3.3	<input type="checkbox"/> Collaborate with CCAP to identify and support 12th grade students: <ul style="list-style-type: none"> ● FAFSA/TASFA ● Dallas County Promise Pledge by priority deadline ● Letters of Recommendation ● Scholarships
1.2, 4.4	<input type="checkbox"/> Meet with Principal monthly to review progress and strategic plan; <input type="checkbox"/> Meet with Assistant Principal (and other campus-based leadership) bi-weekly at minimal
1.3, 2.4	<input type="checkbox"/> Review scope and sequence of schoolwide activities monthly with administrative team and share in campus-based PD monthly <ul style="list-style-type: none"> ● Complete draft by first day of school

2025–2026 High School



ONGOING - CONTINUED

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<u>SCEI</u>	COMMUNICATE	DUE DATE
1.3, 4.3	<input type="checkbox"/> Provide weekly/monthly schedule to administrators, staff, and community (email, website, posted outside office)	Weekly/ Monthly
2., 4.1	<input type="checkbox"/> Meet with Mental Health Services Clinician, administrator regularly	Weekly
4.3	<input type="checkbox"/> Provide information to staff via staff or grade level/PLC meetings	As needed
4.4	<input type="checkbox"/> Counselor Designee Meets with A-Team (CILT)	Weekly

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AUGUST 2025		Back to Top
CCMR Focus:		
Theme(s):	Back to School	

SCEI	TASKS (REQUIRED)	DUE DATE
–	<input type="checkbox"/> Complete tasks from Ongoing section	Ongoing
2.4, 4.1	<input type="checkbox"/> Conduct Mandatory Staff PD: (Link: Staff Training) <ul style="list-style-type: none"> ● Counseling Program Orientation ● Bullying Prevention ● Grief Informed Care ● Suicide Prevention ● Trauma Informed Care ● Reporting Procedures (CPS, Bullying, Suicide, etc.) <input type="checkbox"/> Staff Training Certificates (Link: Certificates & Resources) <ul style="list-style-type: none"> ● Get principal's signature ● For Required Staff Trainings Certificates: (1) Put the Required Training Upload Header page on top of the certificate. (2) Put the Required Staff training certificates (total of 5 certificates) after the Required Training Upload Header Page. ● (3) Then Use the Counselor Upload Form to submit the Header and Certificates. 	Sept. 30
1.1, 2.1	Records Reviews - complete internal records reviews (Link: Rank) Review transcripts to ensure student schedules are accurate and address credit recovery needs <ul style="list-style-type: none"> <input type="checkbox"/> 12th Grade <input type="checkbox"/> 11th Grade <input type="checkbox"/> 10th Grade <input type="checkbox"/> 9th Grade 	Aug. 8
1.1, 2.1, 2.3	<input type="checkbox"/> Credit Recovery - enroll off track students in credit recovery options: <ul style="list-style-type: none"> ● Classroom setting, Reconnect, or Evening Academy 	Aug. 15
1.1, 2.1	<input type="checkbox"/> Schedule Changes and Attendance for Credit Requirement (Link: WAIP Notice) <ul style="list-style-type: none"> ● Student must complete AFC if changes are made after 10-days of enrollment ● See WAIP for more details and consult with your AFC administrator for next steps 	Aug. / Ongoing
3.1	<input type="checkbox"/> College Colors Day (schoolwide event) (Link: Flyer - English & Spanish)	Aug. 29
4.1, 4.3	<input type="checkbox"/> Submit required documents using the Counselor Upload Form	See deadlines
4.1, 1.3	<input type="checkbox"/> Annual Counseling Calendar - 1 per campus (Links: Checklist, Calendar Template) <ul style="list-style-type: none"> ● Upload to the Counselor Upload Form 	Sep. 15
1.1, 2.1	<input type="checkbox"/> Conduct 1:1 Touchpoint Sessions - Round 1 (Link: Instructions) <ul style="list-style-type: none"> ● Additional sessions every 8-weeks ● Calendar sessions 	Oct. 3/ Ongoing for future rounds

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IMPORTANT DATES (Link: PD Calendar)	DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> Lead Counselor Meeting	July 22
<input type="checkbox"/> New HS Counselor Meeting	July 29
<input type="checkbox"/> Secondary Summit	July 31 & Aug. 1
<input type="checkbox"/> Summer Graduation	Aug. 6
<input type="checkbox"/> Optional Conferences: <ul style="list-style-type: none">• Lone Star State School Counselor Association Conference Nov. 2-4 (Link: LSSSCA)• Texas School Counselor Association Conference Feb. 1-3 (Link: TSCA)	Oct. 31

AUGUST REFLECTIONS – DID YOU?
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by the deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month's tasks

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SEPTEMBER 2025

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CCMR Focus:

Theme(s):

Counselor Orientation, Suicide Prevention, Education-Go Get It

SCEI	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lessons: <ul style="list-style-type: none"> • Orientation (Introduction to Counseling Program) / Student Handbook • Suicide Prevention (Link: Sandy Hook Promise) <ul style="list-style-type: none"> ○ Suicide Prevention Day Activities - Sept. 10 	Sept. 30
-	<input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Ensure tasks are completed from the prior month	Ongoing
1.3, 4.1	<input type="checkbox"/> Annual Counseling Calendar - 1 per campus (Links: Guidebook , Checklist , Template) <ul style="list-style-type: none"> • Upload to the Counselor Upload Form 	Sept. 15
3.1, 3.2	<input type="checkbox"/> Education: Go Get It Week (Link: Resources) <input type="checkbox"/> Districtwide College Fair & Top 10% (Link: Flyers - English & Spanish) <input type="checkbox"/> College Fair Volunteer Sign-up (Link: CF Volunteer)	Sept. 15-19 Sept. 17
3.1, 3.2	<input type="checkbox"/> Along with CCAP - implement schoolwide activities to promote higher Education to all students. Register students for Districtwide College Fair and Top 10% celebration	Sept. 17
2.3	<input type="checkbox"/> Identify Counseling Groups (Link: Groups) <ul style="list-style-type: none"> • Notify parents; begin groups 2nd week of Sept. (4-6 week groups) 	4-6 weeks
1.2, 4.1	<input type="checkbox"/> Annual Administrative Conference with principal (Link: AAC Form) <ul style="list-style-type: none"> • Form aligns with Cornerstone • Review SCEI for alignment • Upload to the Counselor Upload Form 	Aug. - Sept.
2.4, 4.1, 4.4	<input type="checkbox"/> Conduct Mandatory Staff PD: (Link: Staff Training) <ul style="list-style-type: none"> • Counseling Program Orientation • Bullying Prevention • Grief Informed Care • Suicide Prevention • Trauma Informed Care • Reporting Procedures (CPS, Bullying, Suicide, etc.) <input type="checkbox"/> Staff Training Certificates (Link: Certificates & Resources) <ul style="list-style-type: none"> • Get principal's signature • For Required Staff Trainings Certificates: (1) Put the Required Training Upload Header page on top of the certificate. (2) Put the Required Staff training certificates (total of 5 certificates) after the Required Training Upload Header Page. (3) Then Use the Counselor Upload Form to submit the Header and Certificates. 	Sept. 30
3.2, 3.3	<input type="checkbox"/> Meet with all 12th grade students to provide post-secondary checklist: FAFSA/TASFA, Texas Common Application, Scholarships, Dallas County Promise	Oct. 1

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IMPORTANT DATES (Link: PD Calendar)	DUE DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> Dallas County Promise Pledge opens (coordinate with CCAP provider to create an action plan)	Sept. 30
<input type="checkbox"/> HS Counselor General Meeting	Sept 11
<input type="checkbox"/> New Counselor Meeting	Sept 24
<input type="checkbox"/> Lead Counselor Meeting	Sept 24
<input type="checkbox"/> Facilitate Education Go Get It Week Activities	Sept 15 - 19
<input type="checkbox"/> Districtwide College Fair and Top 10% Celebration	Sept. 17
<input type="checkbox"/> Ensure 12th grade transcripts are clean for Fall Rank using Fall Rank Checklist	Sept. 12
<input type="checkbox"/> P-TECH/ECHS Counselors' Meeting	TBD
<input type="checkbox"/> Complete Annual Administrative Conference with principal	TBD
<input type="checkbox"/> Optional: Lone Star State School Counselor Association Conference Nov. 2-4 (Link: LSSSCA)	Oct. 31
<input type="checkbox"/> Optional: Texas School Counselor Association Conference Feb. 1-3 (Link: TSCA)	

SEPTEMBER REFLECTIONS – DID YOU?
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by the deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month's tasks

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OCTOBER 2025		Back to Top
CCMR Focus:		
Theme(s):	Bullying Prevention/Character Counts/Drug Prevention- Vaping and E-Cigs	

<u>SCEI</u>	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lessons: <ul style="list-style-type: none"> ● Bullying Prevention <ul style="list-style-type: none"> ○ 10/8 - National Stop Bullying Day ○ 10/22 - Unity Day ● Character Counts ● Drug Prevention - Vaping and E-Cigs Lesson 	Bullying & Character Counts Oct. 19-25 <i>Can be combined or separate</i> Red Ribbon Week Oct. 27 - 31
-	<input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Ensure tasks are completed from prior months	Ongoing
1.2, 4.1	<input type="checkbox"/> Annual Administrative Conference with principal (Link: AAC Form) <ul style="list-style-type: none"> ● Form aligns with Cornerstone ● Review SCEI for alignment 	Aug. 30 - Oct. 4
1.1, 2.4	<input type="checkbox"/> Guidance Advisory Committee (GAC) <ul style="list-style-type: none"> ● Complete needs assessment and develop plan for the year 	Oct. 4
3.2, 3.3	<input type="checkbox"/> Launch Financial Aid Kickoff (Graduation Requirement)	TBD
2.1, 3.2	<input type="checkbox"/> Complete and/or update Personal Graduation Plan for all grades (9-12); All students have initial advising touch point with their counselor/advisor	Oct. 31
2.4	<input type="checkbox"/> Individual Graduation Committee (IGC) Training (Consult with the Assistant Principal to identify teachers and graders to attend training)	Oct. 31
2.1, 3.2	<input type="checkbox"/> Fall Rank: Meet with students to review transcripts and discuss rank	TBD

IMPORTANT DATES (Link: PD Calendar)	DUE DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> Free College Application Week - Texas Higher Education Coordinating Board	Oct. 13 - 19
<input type="checkbox"/> Facilitate Bullying Prevention Week and Character Counts Week Activities <ul style="list-style-type: none"> ● Can be combined or completed separately 	Oct. 19 - 25
<input type="checkbox"/> Facilitate Red Ribbon Week Activities (Drug Prevention)	Oct. 27 - 31
<input type="checkbox"/> Districtwide PD	10/13

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<input type="checkbox"/> Lead Counselor PD	10/22
<input type="checkbox"/> New HS Counselor PD	10/22
<input type="checkbox"/> Optional: Lone Star State School Counselor Association Conference Nov. 3-5 (Link: LSSCA)	Oct. 31
<input type="checkbox"/> Optional: Texas School Counselor Association Conference Feb. 2-4 (Link: TSCA)	Feb 2-4
<input type="checkbox"/> Parent Conference Night (WAIP) <ul style="list-style-type: none"> ● Provide higher education awareness & post-secondary planning for success presentation on: <ul style="list-style-type: none"> ○ Post-secondary, Financial Aid graduation requirements, Absences, Credits, GPA & transcripts, extracurricular, PSAT/SAT/ACT/EOC 	Week of 10/20
<input type="checkbox"/> Vertical Team Meeting with feeder school counselors to share mission, priority, and goals and plan joint events (1st meeting)	Dec. 19
<input type="checkbox"/> SchoolLinks Training	TBD

OCTOBER REFLECTIONS – DID YOU?
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by the deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month's tasks

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NOVEMBER 2025		Back to Top
CCMR Focus:	Career Awareness	
Theme(s):	National Career Development Month	

<u>SCEI</u>	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lesson: Drug Prevention	Nov. 28
2.2, 3.1, 3.2	<input type="checkbox"/> Required Guidance Lessons/Activities: <ul style="list-style-type: none"> ● National Career Development Month <ul style="list-style-type: none"> ○ Conduct Career Day/Month Activities 	Nov. 28
2.1, 3.2	<input type="checkbox"/> SchoolLinks (Required) (Link: Lesson Plan) <ul style="list-style-type: none"> ● Ensure all students have completed required surveys 	Dec. 19
-	<input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Ensure tasks are completed from prior months	Ongoing
1.1, 4.3	<input type="checkbox"/> Vertical Team Meeting 1 (Link: VT Meeting Format) <ul style="list-style-type: none"> ● Share mission, priorities, goals, programming ● Plan upcoming events 	Dec. 19
2.3	<input type="checkbox"/> Counseling Groups (continued) (Link: Groups) <ul style="list-style-type: none"> ● Groups are 4-6 weeks 	4-6 weeks
2.1, 2.3	<input type="checkbox"/> Conduct 1:1 Touchpoint Sessions (Link: Instructions) <ul style="list-style-type: none"> ● Tier students for supports ● Calendar sessions 	Ongoing for new students
2.1	<input type="checkbox"/> Academic Success Conferences <ul style="list-style-type: none"> ● Meet with student and contact parents for: <ul style="list-style-type: none"> ○ Students with 2 or more unexcused absences ○ Failing 2 or more core courses 	Ongoing
3.2, 3.3, 4.3	<input type="checkbox"/> Transition Planning <ul style="list-style-type: none"> ● Plan with MS Counselors for Middle School Open House <ul style="list-style-type: none"> ○ Overview of campus program options and process ○ Prepare students and families for program options and process 	TBD
2.2, 3.1, 3.2	<input type="checkbox"/> Conduct Career Day Activities for National Career Development Month	Nov. 21
2.1, 3.2	<input type="checkbox"/> 8th Grade Endorsement Selection at Middle Schools	Dec. 19
2.1, 3.2	<input type="checkbox"/> Students will complete their Fall 4-Year course plans	Dec. 19
3.2, 3.3, 4.3	<input type="checkbox"/> Parent Conference Night <ul style="list-style-type: none"> ● Provide CCMR awareness and post-secondary planning for success options 	TBD

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IMPORTANT DATES (Link: PD Calendar)	Date
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> Districtwide Virtual PD Day	Nov. 4
<input type="checkbox"/> New MS Counselor Meeting	Nov. 11
<input type="checkbox"/> Optional Conferences: <ul style="list-style-type: none"> • Texas School Counselor Association Conference (Link: TSCA) • Lone Star State School Counselor Association (Link : LSSSCA) Nov. 2-4 	
NOVEMBER REFLECTIONS – DID YOU?	
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by the deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month’s tasks	

DECEMBER 2025		Back to Top
CCMR Focus:	Transition	
Theme(s):	Wellness	

SCEI	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lesson: Wellness	Dec. 19
-	<input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Ensure tasks are completed from prior months	Ongoing
1.1, 4.3	<input type="checkbox"/> Vertical Team Meeting with feeder school counselors to share mission, priority, and goals and plan joint events (1st meeting)	Dec. 19

IMPORTANT DATES (Link: PD Calendar)	DATE
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<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> New HS Counselor Meeting	Dec. 10
<input type="checkbox"/> Lead Counselor Meeting	Dec. 10
<input type="checkbox"/> HS General Counselor Meeting	Dec. 4

DECEMBER REFLECTIONS – DID YOU?

- Complete all tasks for the month as expected
- Upload / Submit documentation by the deadline
- Complete tasks from Ongoing section
- Plan for the next month's tasks

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JANUARY 2026		Back to Top
CCMR Focus:	Goal Setting/College & Career Awareness	
Theme(s):	Goal Setting	

<u>SCEI</u>	TASKS (REQUIRED)	DUE DATE
2.2, 3.2	<input type="checkbox"/> Required Guidance Lesson: Are You Ready Lesson (student transcript review) Higher Education/Career Awareness	Jan. 30
-	<input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Ensure tasks are completed from prior months	Ongoing
2.1, 2.3	<input type="checkbox"/> Review 12th grade transcripts and meet with students to discuss progress <ul style="list-style-type: none"> • Provide students in danger of not graduating: Failure Letter • Schedule and monitor students to Reconnect or Evening Academy for credit recovery/acceleration 	Jan. 30
2.1, 2.3	<input type="checkbox"/> Complete 9th-11th grade records review (In-house) <ul style="list-style-type: none"> • Review transcripts and ensure students are in correct classes • Schedule students to Reconnect or Evening Academy for credit recovery/acceleration 	Feb. 3
2.1	<input type="checkbox"/> Review testing information for 12th graders that may qualify for IGC (preliminary list)	
2.4	<input type="checkbox"/> Individual Graduation Committee (IGC) Training Refresher (Consult with the Assistant Principal to identify teachers and graders to attend training)	TBD
1.2, 2.4	<input type="checkbox"/> Meet with the Guidance Advisory Committee (GAC) to review and evaluate the Counseling Program for 1st semester.	Jan. 30
2.1, 3.2, 4.3	<input type="checkbox"/> Meet with feeder elementary, middle school to create or finalize schedules and plan for students to review/create course plans.	Jan. 30
2.1, 3.2	<input type="checkbox"/> Assist and Facilitate course scheduling in SCHOOLINKS for all students (JAN)	Feb 6

IMPORTANT DATES (Link: PD Calendar)	DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> New HS Counselor Meeting	Jan. 28
<input type="checkbox"/> Lead Counselor Meeting	Jan. 28
<input type="checkbox"/> HS General Counselor Meeting	Jan. 15

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<input type="checkbox"/> Optional: Texas School Counselor Association Conference Feb. 1-3 (Link: TSCA)	

JANUARY REFLECTIONS – DID YOU?
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by the deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month's tasks

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FEBRUARY 2026

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CCMR Focus:

Theme(s): Healthy Relationships/Random Acts of Kindness/No One Eats Alone

SCEI	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lesson: Teen Dating Violence Awareness & Prevention	Feb. 27
-	<input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Ensure tasks are completed from prior months	Ongoing
4.1, 4.2	<input type="checkbox"/> Complete self appraisal for SCEI Mid-year (documentation)	Feb. TBD
3.2, 3.3	<input type="checkbox"/> Collaborate with CCAP provider to plan Decision Day	Feb. - Apr.
2.1, 3.2	<input type="checkbox"/> Assist and Facilitate course scheduling in SchoolLinks for all students (review and modify)	Feb. 20
2.4	<input type="checkbox"/> Conduct Guidance Advisory Committee meetings—three (3) times throughout the year	Feb. 27
2.1, 2.3	<input type="checkbox"/> Conduct IGC Meetings for qualifying students	Feb. - Mar.
2.1, 2.4	<input type="checkbox"/> Graduation Committee Meetings (bi-weekly)	Feb. - May
2.1	<input type="checkbox"/> Review ALL transcripts for final grades and use Spring Rank Preparation Checklist to prepare for mid-year rank	Feb. 6
2.1, 3.2	<input type="checkbox"/> Spring Rank: Meet with students to review transcripts and discuss rank	TBD

IMPORTANT DATES (Link: PD Calendar)	DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> National School Counseling Week	Feb. 2-6
<input type="checkbox"/> Random Acts of Kindness Week / No One Eats Alone Activities	Feb. 14-20
<input type="checkbox"/> Parent Conferences	Week
<input type="checkbox"/> Districtwide PD	Feb. 19
<input type="checkbox"/> Optional: Texas School Counselor Association Conference Feb. 2-4 (Link: TSCA)	Feb. 2-4

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FEBRUARY REFLECTIONS – DID YOU?

- Complete all tasks for the month as expected
- Upload / Submit documentation by the deadline
- Complete tasks from Ongoing section
- Plan for the next month's tasks

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MARCH 2026		Back to Top
CCMR Focus:		
Theme(s):	Anti-Victimization/Internet Safety	

<u>SCEI</u>	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lesson: Anti-Victimization/WHO/Internet Safety	Mar. 31
3.2, 3.3, 4.3	<input type="checkbox"/> Conduct transition parent meetings	Mar. 31
3.2, 3.3	<input type="checkbox"/> Collaborate with CCAP provider to plan Decision Day	Feb. - Apr.
2.1, 2.4	<input type="checkbox"/> Graduation Committee Meetings (Biweekly)	Feb. - May
2.1	<input type="checkbox"/> Prepare Preliminary List <ul style="list-style-type: none"> ● Verify student names (first and last) are spelled correctly ● Ensure ALL on list are identified as 12th grade students 	Mar. TBD
2.1, 2.3, 4.3	<input type="checkbox"/> Meet with all parents of students in danger of not graduating	Mar. 6
2.1	<input type="checkbox"/> Review and update course scheduling in PowerSchool	Mar. 6
2.1, 2.3	<input type="checkbox"/> Monitor IGC students for completion of projects and tutoring hours	Mar. - Apr.

IMPORTANT DATES (Link: PD Calendar)	DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> New HS Counselor Meeting	Mar. 4
<input type="checkbox"/> Lead Counselor Meeting	Mar. 4
<input type="checkbox"/> HS General Meeting	Mar. 26

MARCH REFLECTIONS – DID YOU?

<input type="checkbox"/> Complete all tasks for the month as expected
<input type="checkbox"/> Upload / Submit documentation by the deadline
<input type="checkbox"/> Complete tasks from Ongoing section
<input type="checkbox"/> Plan for the next month's tasks

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APRIL 2026

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CCMR Focus:

Theme(s): Self-Care/Positive Coping Skills/Community Service

SCEI	TASKS (REQUIRED)	DUE DATE
2.2	<input type="checkbox"/> Required Guidance Lesson: Lesson of your choice (Use needs assessment results as a guide)	Apr. 30
3.2, 3.3	<input type="checkbox"/> Students with financial aid award letters have packages reviewed by CCAP or counselor	Apr. - May
3.2, 3.3	<input type="checkbox"/> Collaborate with CCAP provider to plan Decision Day	Feb. - Apr.
2.1	<input type="checkbox"/> Review and update course scheduling in PowerSchool	Apr. 30
2.1, 2.3	<input type="checkbox"/> Build student rosters and monitor plans for summer: Summer School, Internships, Summer Programs	Apr. - May
2.1, 2.4	<input type="checkbox"/> Assist with Master Schedule creation and refinement	Apr. - May
2.4	<input type="checkbox"/> Collaborate with administrative team and teachers to plan end-of-year activities such as Graduation, Awards Ceremony, and other student events	Apr. - May
2.1, 2.3	<input type="checkbox"/> Assist with final IGC meetings and submit documentation to Counseling Services for audits	Two weeks before graduation
IMPORTANT DATES (Link: PD Calendar)		DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting		Weekly
<input type="checkbox"/> New HS Counselor Meeting/		Apr. 8
<input type="checkbox"/> Lead Counselor Meeting		Apr. 8
<input type="checkbox"/> HS General Meeting		Apr. 16

APRIL REFLECTIONS – DID YOU?

- Complete all tasks for the month as expected
- Upload / Submit documentation by the deadline
- Complete tasks from Ongoing section
- Plan for the next month's tasks

2025–2026 High School

MAY 2026

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CCMR Focus:

Theme(s): Mental Health Awareness Month

SCEI	TASKS (REQUIRED)	DUE DATE
2.1	<input type="checkbox"/> Use Projected Graduation List to code students correctly as graduates or retained <ul style="list-style-type: none"> Collaborate with Data Controller for coding Projected Grad List must match Certified and IGC Lists 	Due three days before graduation
2.1, 3.2, 3.3, 4.3	<input type="checkbox"/> Ensure final senior conferences and check-out process are completed, including conferences with students that will not graduate in May (include parents). Discussions should include: <ul style="list-style-type: none"> Financial Aid Postsecondary Plans Senior Exit Survey Timeline for diploma and transcript pick up 	Last day for seniors
2.1, 2.3	<input type="checkbox"/> Build student rosters and monitor plans for summer that include: Summer School, Internships, Summer Programs	May 29
2.1, 2.3	<input type="checkbox"/> All final IGC meetings completed for May graduation	Two weeks before graduation
2.1	<input type="checkbox"/> Submit Graduation Lists: (Link: Grad Lists) <ul style="list-style-type: none"> Final Certified List, IGC List, and Certificate Only List (Scooter List) 	Three days before graduation
4.1, 4.2	<input type="checkbox"/> Attend End-of-year conference (documentation) SCEI Check Sheets	May - June
2.1	<input type="checkbox"/> Review final transcripts and prepare for final senior rank.	TBD
2.1	<input type="checkbox"/> Review Potential Summer Grads and Summer IGC lists (consult with caseload/cohort counselors)	First week of June
1.2, 2.4	<input type="checkbox"/> Meet with campus GAC for 2nd semester review and evaluation to begin planning for next school year	Before last day of school
2.4	<input type="checkbox"/> Collaborate end-of-year activities such as Graduation, Awards Ceremony, and other student events	Before last day
2.1, 3.2	<input type="checkbox"/> Finalize course selections for all students for 2025-2026	May 29

2025–2026 High School



IMPORTANT DATES (Link: PD Calendar)	DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly
<input type="checkbox"/> New HS Counselor Meeting	May 13
<input type="checkbox"/> Lead Counselor Meeting	May 13
<input type="checkbox"/> HS General Meeting	May 7
MAY REFLECTIONS – DID YOU?	
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by the deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month's tasks	

2025–2026 High School



JUNE 2026		Back to Top
CCMR Focus:		
Theme(s):		

<u>SCEI</u>	TASKS (REQUIRED)	DUE DATE
2.1	<input type="checkbox"/> Complete in-house records review to ensure graduation plans are aligned with course selection and offerings	Counselors last day
4.1, 4.2	<input type="checkbox"/> Attend SCEI End-of-year conference (documentation) SCEI Check Sheets	Counselors last day
2.1, 2.3	<input type="checkbox"/> Ensure Summer Graduates are enrolled in Summer School/Reconnect	TBD
2.1, 2.3	<input type="checkbox"/> Conduct Initial IGC meetings for Summer Grads as needed	Counselors last day
	<input type="checkbox"/>	

IMPORTANT DATES (Link: PD Calendar)	DATE
<input type="checkbox"/> Lead Counselor/Coordinator Meeting	Weekly

JUNE REFLECTIONS – DID YOU?
<input type="checkbox"/> Complete all tasks for the month as expected <input type="checkbox"/> Upload / Submit documentation by deadline <input type="checkbox"/> Complete tasks from Ongoing section <input type="checkbox"/> Plan for the next month’s tasks