

SCEI PERFORMANCE RESOURCES

This document serves as performance documentation aligned with the School Counselor Excellence Initiative (SCEI) and is designed to demonstrate the implementation and impact of a comprehensive school counseling program. It provides organized evidence for each indicator across all four domains and supports annual evaluation, goal setting, and continuous improvement aligned with the Texas Model for Comprehensive School Counseling Programs.

INDICATOR	ARTIFACTS/ EVIDENCE	TIMELINE (Preferred Completion Date)
Domain I: Focus and Planning		
1.1 Vision & Mission Statement Link: Artifacts	Required Documentation: • Vision/Mission Statement ○ Included on Counselor-Principal Conference Form ○ Documentation of stakeholder involvement in development ■ Needs Assessment Summary used to develop Vision/Mission ○ Student, Parent, Staff Needs Assessments	End of September
	Additional documents that can be included: • Evidence of alignment with Campus Improvement Plan and district goals • Vision/Mission on school's website, published materials, counselor email signature • Presentation materials used to share Vision/Mission with stakeholders • Reviewed and shared with Guidance Advisory Committee	Ongoing
1.2 Annual Student Outcome Goals Link: Artifacts	Required Documentation: • Annual Student Outcome Goals Plan (SMART goal format with baseline/target data) ○ Progress monitoring documentation and end-of-year results summary • Counselor-Principal Agreement Form • Guidance Advisory Committee ○ Documentation of meetings that focuses on student outcome goals and the counseling program	End of September <i>(Goals & Counselor-Principal Agreement)</i> --- October, February, and May <i>(Guidance Advisory Committee)</i>
1.3 Planning and Use of Time Link: Artifacts	Required Documentation: • Annual Program Calendar • Counselor Time Tracker ○ Weekly/Monthly Use of Time using the tracker showing at least 80% direct/indirect student services ○ Grading Cycle Checkpoint	End of September <i>(Calendar)</i> --- Ongoing <i>(Time Tracker)</i>

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	Additional documents that can be included: • Year at a Glance • Written Action Plan for Schoolwide Activities • Flyers, pictures, and promotional materials from counseling events • Stakeholder feedback or reflection summaries related to time management and accessibility	Ongoing
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Domain II: Program Delivery		
2.1 Individual Planning Link: Artifacts	Required Documentation: • Individual Planning Logs/Student Sign-in Sheet • SchooLinks Data ◦ (All Levels) Surveys ◦ (Secondary) Course Planning ◦ (Secondary) Personal Graduation Plans (PGP) ◦ (High School) Notes • PowerSchool Log Entries • At-risk PGP Reports (middle school only) • Academic Success Conferences • Parent Transition Year Planning Documentation ◦ ES to MS Transition Process ◦ MS to HS Transition Process Additional documents that can be included: • Documentation of counselor related input in 504, Attendance, ARD, or SST meetings	Ongoing <i>(based on registration timelines)</i>
2.2 Guidance Curriculum Link: Artifacts	Required Documentation: • Completed Documents for Required Lessons • Delivery logs or schedules of classroom guidance • Teacher and Student Feedback Forms Additional documents that can be included: • Guidance Curriculum Scope and Sequence ◦ K-12 Guidance Lessons & Resources • Sample Guidance Lesson Plans	Ongoing <i>(as lessons are delivered)</i>
2.3 Responsive Services Link: Artifacts	Required Documentation: • Referral System Documentation • Sign-in Sheets for Individual and Group Sessions Additional documents that can be included: • Risk Assessment Forms (SRA, RVQ) • Parent Permission Forms for Group Counseling • Group Counseling Artifacts (lesson plans, outlines, activity samples) ◦ Minimum group sessions per semester: ■ Elementary - 3 groups per semester ■ Middle School - 2 groups per semester ■ High School - 2 groups per semester • Documentation of community resource referrals	Ongoing

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	Crisis Response Documentation (non-identifiable summary)	
2.4 System Support Link: Artifacts	Required Documentation: - Annual Parent Meeting Documentation (Fall and Spring) - Flyers, agendas, presentations - Staff Professional Development Agendas delivered by counselor Additional documents that can be included: - Meeting Agendas, Minutes, and Sign-in Sheets - Committee Participation Documentation (MTSS, Attendance, SBC, etc.) - Community Agency Resource List	Fall: End of October Spring: End of May

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Domain III: College, Career, and Military Readiness		
3.1 CCMR Readiness Support Link: Artifacts	Required Documentation: - FAFSA/TAFSA Completion Tracking - College, Career, and Education Go Get It Week Flyers and Photos Additional documents that can be included: - Scholarship Tracking Log (sample) - College Acceptance Documentation (sample) - Summary or Reflection Report of CCMR Events	Ongoing
3.2 CCMR Readiness Advisement Link: Artifacts	Required Documentation: - Advisement Documentation Logs 6-8 Year Graduation Plan (Graduation Plans, Endorsements, Postsecondary Options) - Parent Meeting Agendas - Guidance Advisory Committee Additional documents that can be included: - Transition Planning Documents for students - Postsecondary Planning Tools/Resources used with students - Financial Literacy Guidance Lessons Elementary, Secondary	Ongoing
3.3 CCMR Readiness Exploration Link: Artifacts	Required Documentation: - Parent Meetings (agendas, sign-in sheets) - Vertical Team Meetings (agendas, sign-in sheets) - Transition Activities Additional documents that can be included: - Career Interest Inventory Reports (SchoolLinks or other platforms) - Postsecondary Exploration Lessons and Materials - Career Interest Activities, Career Fair and Job Shadowing Documentation - Family Engagement Tracker - Guest Speaker Flyers/Agendas - Community Partnership Contact List	Ongoing

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Domain IV: Professional Responsibilities		
4.1 Professionalism Link: Artifacts	Required Documentation: • Certificate and/or attendance of trainings/workshops • Evidence of calendaring meetings, professional development, conferences	Ongoing
	Additional documents that can be included: • Attendance Report • Administrator Observations and Feedback Notes • Documentation of Leadership Team Participation • Posted Ethical Standards (e.g., Confidentiality Statement) • Case Consultation or Mediation Notes (non-identifiable)	
4.2 Professional Learning Link: Artifacts	Required Documentation: • Professional Development Certificates • Training Agendas or Session Reflections (including sessions led by counselor)	Ongoing
	Additional documents that can be included: • Membership Verification in Professional Organizations ◦ ASCA, TSCA, LSSSCA, etc.	
4.3 School Community Engagement Link: Artifacts	Required Documentation: • Parent, Teacher, Student Surveys/Feedback • End of Year report on school counseling program (Samples)	Ongoing
	Additional documents that can be included: • Parent Night Flyers, Agendas, and Photos • Meeting Agendas from Community Partner Engagements • Documentation of Collaborative Planning with Staff or Families • Counseling Newsletters, Website Updates, or Social Media Posts	
4.4 Leadership and Advocacy Link: Artifacts	Required Documentation: • Flyer/Newsletter and/or Social Media • Evidence of collaboration with community and families to support students • Participation in Leadership Team/CIP Team (Agendas)	Ongoing
	Additional documents that can be included: • Agendas or Notes from Counselor-Led Initiatives or Committees • Documentation of Counselor-Led Professional Development • Mentorship Logs (supporting interns or new counselors) • Advocacy Materials for Specific Student Populations (ELL, SPED, low SES, etc.) • Awards, Recognition, or Formal Feedback for Leadership	