Annual Calendar

School: **_La Mirada High School_** Academic Year: __2026-2027__

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Month	Delivering		Program Planning and School Support *(Defining, Managing, Assessing, Fair-Share Responsibilities)*
	Direct Student Services Activities *(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)*	**Indirect Student Services Activities** *(Significant collaborations, leadership and advocacy activities)*	
Ongoing Services	• Attend CAPSS/IEP/504 Plan Meetings as needed • Attend Manifestation Determination Meetings (Sped Students) as needed • Dual Enrollment • New Student Enrollment • Alternative Ed: Adult School Applications • El Camino Referral/Edgenuity (Credit Recovery) • Counseling Small Groups • Pathway/Academy Support • Re-Entry Meetings • Ongoing advising with students • Individual Counseling • College/Scholarship Recommendations • Advertising/Collecting Scholarships • College visits in the College and Career Center • College and career planning with students 9-12	• Parent/Teacher Conferences • At-Promise/parent conferences • Enrollment - Credit Recovery, Adult School, El Camino, Dual Enrollment • Review D/F report (every progress report) • Mental Health/Community Agency Referrals • Schedule adjustment - Athletic changes • Data analysis (surveys, needs assessments, etc.) • Ongoing consultation with teachers and parents • Approving students to enroll in classes at community colleges (i.e. authorized signature) • Review of student data for targeted interventions • Transcript evaluation	• Weekly Counselor Meetings • District Counselor Meetings • School Site Council - Counselor • Leadership Team Meetings • Counseling Webpage • District Ethnic Studies Committee • Counselor Conferences • Cerritos College Complete/Dual Enrollment/Early College Program/CCAP meetings/planning • On-going communication with staff regarding counseling services • Intern-Supervisory Trainings
August	• Academic course advisement • Enrollment - Credit Recovery (Edgenuity) • Adult School/El Camino, Dual-Enrollment • At-Promise Student/parent Conference • New Student Enrollment	• New student schedules • Transcript evaluation • Meet with students, parents & teachers proactively & upon requests • 9th - 12th Grades: A-G Transcript Evaluation • Back to School Night	• Scheduling - Balancing classes • Program Verification • Verification of proper placement • Transcript Evaluation • Academy/Athletic status and schedule changes • School Profile • Year-At-A-Glance

	● Beginning of year Chronically Absent Student support ● Independent Studies transfer meetings ● CCAP enrollment ● Credit Crunch	● Review 9th grade "at-promise" data for interventions ● Communicate intervention services to parents and students	
September	● Senior at-Promise student/parent conferences ● Signs of Suicide Presentations (9th and 11th grade) ● Grade Level Presentations ○ **9th:** Freshman 101 (Tips for High School Success) ○ **10th:** Tenth Grade Presentation + Time Management ○ **11th:** Eleventh Grade Presentation ○ **12th**: Amended Twelfth Grade Presentation ● 5-week D/F conferences ● Grad Status Letters + Conferences ● Chronically Absent- Attendance Intervention Conferences ● NCAA Information Night ● UC Application Workshop(s) - Activities and Awards Section & PIQs	● College Conferences (UC, Cal State) ● California Financial Aid Conference ● College and Career Expo Planning	● Transcripts - Tagging ● Research school and community support programs and/or services for students and parents ● Cal Grant GPA Submission
October	● Senior Counseling (Grad Track + College/Post-Secondary Preparation ● Grade Level Presentations ○ **9th:** Intro to High Ed ○ **10th:** Tenth Grade SEL ● Counseling Small Groups ● Financial Aid Information Night ● Cal State/UC Application information and assistance ● Q1 Academic Check-Ins	● District-wide College & Career Expo ● Community College Counselor Conferences ● California School Counselor Conferences (CASC) ● Back on Track Parent Meeting (end of 1st Q and end of 3rd Q) ● College and Career Expo lanning	● School Counseling Advisory Committee

	● Direct assistance completing college applications, weekly in College and Career Center		
November	● Senior Counseling ● Grade level lesson: 9th Creating my 4-year A-G plan ● Counseling Small Groups ● College Application Campaign Event - 12th grade ● Cal State/UC Application information and assistance ● Direct assistance completing college applications, weekly in College and Career Center	● Letters of Recommendation: EOP, Common App (Private Universities) SendEdu	
December	● 8th Grade Expo ● Common App assistance ● Early College Program Information Night	● 8th Grade Expo Parent Night ● CCAP enrollment for spring semester	● Scheduling adjustments/Balancing (Semester 2) ● Junior financial aid letter with Cal Grant opt-out option to be mailed by January 1.
January	● Introductory conferences with 9th grade interventions caseloads ● Common App assistance ● Individual Financial Aid Appointments ● Financial Aid Information Night ● Junior and senior grad status letters and meetings ● Incoming freshman registration ● Credit Crunch	● Identifying and assisting at-promise students based on Semester 1 grades ● Schedule improvements for Semester 2	● Common App - Mid Year report
February	● 9th-11th Registrations ○ Academic Planning ● Counseling Small Groups ● Individual Financial Aid Appointments	● Scholarship recommendation letters or forms	

March	● Summer School Planning ● Certified Senior Jeopardy Letters ● Counseling Small Groups ● Financial Aid Presentation - 11th Grade ● Q3 Academic Check-ins ● Applications for summer dual enrollment courses ● Back-On-Track Presentation	● Scholarship recommendation letters or forms	● Review Course Requests- 8th-11th ● School Counseling Advisory Council
April	● Summer School Applications ● Senior Jeopardy letters/conferences ● Applications for summer dual enrollment courses ● Early College Program Selection and Enrollment ● Grade Level Lesson: 12th Grade SEL Lesson	● Scholarship recommendation letters or forms	● Cont. Checking Course Selections ● Eligibility Local Context (ELC) submission preparation ● RAMP Board Presentation
May	● Summer School/El Camino applications ● Adult School, summer Applications ● Non-Grad notifications - Phone calls, letters, parent/student conferences ● College Signing Day ● Mental Health Awareness Month ● Senior Survey	● CCI Academy/Pathway Concentrator and Completer ● Senior awards designation of student recipients ● Senior Survey reporting	● Scheduling - Verification of proper placement ● Academy/Athletic status and schedule changes ● UC ELC parent authorization letter sent ● Annual calendar planning for next school year ○ Review and update core curriculum, SMART goals, and annual calendar
June		● Counselor final reports in Common App, SendEdu, and applicable college university portals ● Cal Grant - High School Graduation Verification	● Plan and schedule core curriculum classroom presentations for upcoming school year ● Contact data and GPAs submitted to the UC ELC Program by June 30