Woodrow Wilson High School

2026-2027 Counseling Calendar

Counseling Office Information

Campus: Woodrow Wilson High School

Principal: Alexander Merritt

Counselors: Ashley D Johnson, DeloreanWilliams, Keyane Jackson, Melinda Paredes, Latrice Todd, Irvin Almazan, Karen Collins

Office Hours: 8:30 am- 4:45 pm

Vision, Mission, & Goals

Vision: The Woodrow Wilson High School Counseling Department aims to maximize student success in their secondary and post-secondary endeavors by providing equitable, responsive, effective support, education, and mental health services to all students.

Mission: It is the mission of the Woodrow Wilson High School Counseling Department to become a nationally- recognized guidance and counseling program by providing equitable services for all students that help them become critical thinkers, impactful leaders, and productive, well-rounded individuals in a diverse, competitive society.

Goal 1: The WWHS Counseling Team will attain the CREST Award by continuing to implement a counseling program that is goal-oriented, data driven, and student focused by the October Deadline. We will maintain this counseling program thereafter.

Goal 2: Each individual member of the WWHS Counseling Team will develop counseling groups that assist with helping students to advance academically, emotionally, and socially and will conduct these groups at least once per semester.

Goal 3: The WWHS Counseling Team will have at least 75% of our Out Of Cohort Seniors back on track to graduate through progress monitoring, small group counseling, mentorship, and advocacy by May of 2027 .

Summary of Ongoing Services

Credit Evaluations & Records Reviews	Weekly Counselor PLC Meetings	Consultations & Referrals
Calendering	Community Outreach| Community Newsletter	Indvidual Advising Meetings
Crisis Intervention & Support	504 & ARD Meetings	Monitoring Student Progress
Academic Success Conferences	Trainings & PD	Admin Meetings| Collaboration

Components of Counseling

School counselors are expected to spend a minimum of 80% of their time on the components of a comprehensive school counseling program that includes: guidance curriculum, individual planning, responsive services, and system support. The annual counseling calendar communicates the events and activities of a comprehensive school counseling program that are delivered or coordinated by the school counselor(s) through direct and indirect student services as well as program planning and school support. (SCEI Domain: 1.3 - Planning and Use of Time) Link: Calendar Checklist

Glossary

GC	**Guidance Curriculum** - Delivers instruction in the areas of academic, college, career, military readiness, and/or personal-social and emotional development.
IP	**Individual Planning** - Assists with the creation and implementation of academic, graduation, and post-secondary goals for individual students.
RS	**Responsive Services** - Respond to immediate need of students. Provides effective, differentiated individual, small group, and/or crisis counseling.
SS	**System Support** - Engages in activities that support the overall school counseling program. Includes program management, professional development, consultation with staff, and collaboration with community resources.
	Direct Services - Interacting directly with students through delivery of services
	Indirect Services - Collaborating with others on behalf of students.
	Note: All Weekly WWHS PLC Meetings include: Counselors, ASP partners, Principal, AP, and any other invited guest(s) for the week.

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July

Focus: Welcome Back

		Direct Services			Indirect
Date	**Event**	**GC**	**IP**	**RS**	**SS**
7..20	Lead Counselor Report Back	☐	☐	☐	☑
7.27	Counselors Report Back	☐	☐	☐	☑
7.27	WWHS Counselor PLC	☐	☐	☐	☑
7..20-7.31	Records Review, Summer IGC Finalization, Summer Grad. Finalize Schedules	☐	☑	☐	☐
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August

Focus: Back to School| Building Community

		Direct Services			Indirect
Date	**Event**	**GC**	**IP**	**RS**	**SS**
8.24-27	Counselor Orientation to Each Grade Level: Intro to Counseling Program, Student Needs	☑	☐	☐	☐
8.17	WWHS Counselor PLC	☐	☐	☐	☑
8.17	SBDM	☐	☐	☐	☑
8.3	WWHS Counselor PLC	☐	☐	☐	☑
8..10	Staff Trainings	☐	☐	☐	☑
8.7	Cub Camp- Incoming Freshmen	☑	☐	☐	☐
7.27-7.31	Records Review & Scheduling	☐	☑	☐	☐
8.19	HS Counseling General Meeting	☐	☐	☐	☑
8.19.25	Woodrow Mini School	☑	☐	☐	☐
8.3.8.8	New Enrollments & Scheduling	☐	☑	☐	☐
8.5	Summer Graduation	☐	☑	☐	☐
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September

Focus: Suicide Prevention| Counselor Orientation| EGGI Week

		Direct Services			Indirect
Date	**Event**	**GC**	**IP**	**RS**	**SS**
9.7-11	In- House Records Review: Cross Audit	☐	☑	☐	☐
9.18	HS Counseling General Meeting	☐	☐	☐	☑
9.14	WWHS Counselor PLC	☐	☐	☐	☑
9.14	SBDM	☐	☐	☐	☑
9.16	Districtwide College Fair	☑	☐	☐	☐
9.30.26	Open House: Welcome to Woodrow	☑	☐	☐	☐
9.19	Staff Needs Assessment	☐	☐	☐	☑
9.24	Guidance: Suicide Prevention	☑	☐	☐	☐
9.14	WWHS Counselor PLC	☐	☐	☐	☑
9.21	WWHS Counselor PLC	☐	☐	☐	☑
9.15-9.19	EGGI Week	☑	☐	☐	☐
9.17.26	Suicide Prevention Guidance Lesson (Consent Form Students Only)	☑	☐	☐	☐
TBD	Annual Administrative Conference	☐	☐	☐	☑
TBD	Counseling Groups Identified: Notify Parents| Consent Form	☑	☐	☑	☐

October

Focus: Bullying Prevention| Character Counts| Drug Prevention

		Direct Services			Indirect
Date	**Event**	**GC**	**IP**	**RS**	**SS**
10.12	Districtwide PD	☐	☐	☐	☑
10.14	New HS Counselor Mtg	☐	☐	☐	☑
10.14	Guidance: Unity| Character Counts| Drug Prevention	Unity Day	☑	☐	☐	☐
10.19	SBDM	☐	☐	☐	☑
10.19	Parent Conference| Post Secondary Readiness, AFC, CCMR	☑	☐	☐	☐
10.28	Vertical Team Meeting	☐	☐	☐	☑
10.19-23	Character Counts Week	☑	☐	☐	☐
10.23-31	Red Ribbon Week	☑	☐	☐	☐
9.30-10.7	Senior 1:1 Meetings	☐	☑	☐	☐
Ongoing	Course Selection Planning	☐	☑	☐	☑
TBD	Guidance Advisory Committe Meeting	☐	☐	☐	☑
TBD	Guidance Lesson: Course Planning	ALL	☑	☐	☐	☐
TBD	Junior Level 1:1 Course Plans & PGPs	☐	☐	☑	☐
TBD	SchooLinks Training	☐	☐	☐	☑
TBD	Connecting With Counselors (Counselor Orientation to Community)	☑	☐	☐	☐
TBD	Guidance Groups Meetings	☑	☐	☐	☐
Weekly	WWHS Counselor PLC	☐	☐	☐	☑

November

Focus: Career Awareness| National Career Development Month

		Direct Services			Indirect
Date	**Event**	**GC**	**IP**	**RS**	**SS**
11.11	Guidance: Drug Prevention (consent forms only)	☑	☐	☐	☐
11.16	SBDM	☐	☐	☐	☑
11.18	Small Group Counseling: Guidance Groups	☑	☐	☐	☐
11.21	Career Day	☐	☑	☐	☐
11.3	District Wide Professional PD Day	☐	☐	☐	☑
11.5	Catching up with Counselors: Course Selections, Graduation Requirements, & Endorsements	☑	☐	☐	☐
11.2-4	LSSSCA Conference	☐	☐	☐	☑
11.23-27	Thanksgiving Break	☐	☐	☐	☐
11.5- 11.21	Sophomore & Freshmen 1:1 Course Plans & PGPs	☑	☑	☐	☐
TBD	Open House: Welcome to Woodrow	☑	☐	☐	☐
Weekly	WWHS Counselor PLC	☐	☐	☐	☑
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December

Focus: Transition| Wellness

		Direct Services			Indirect
Date	**Event**	**GC**	**IP**	**RS**	**SS**
12.1	Verify Decemeber Retesters	☐	☑	☐	☐
12.17	Vertical Team Meeting	☐	☐	☐	☑
12.2	Guidance: Wellness	☑	☐	☐	☐
12.2	Connecting With Counselors: JL Long Edition 4-Year Planning for Rising Freshmen	☑	☐	☐	☐
12.4	HS General Counselor Meeting	☐	☐	☐	☑
12.8	New HS Counselor Mtg	☐	☐	☐	☑
12.1-12.18	Course Selections	☐	☑	☐	☐
12.1-12.3	Academic Success Conferences with Off Track|AFC Students	☐	☑	☐	☐
12.14-18	Finalize All Course Selections	☐	☑	☐	☐
12.7-11	Course Selections: JL LOng	☐	☑	☐	☐
Weekly	WWHS PLC	☐	☐	☐	☑
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January

Focus: Goal Setting| College & Career Awareness

Date	Event	Direct Services GC	IP	RS	Indirect SS
1.11	SBDM	☐	☐	☐	☑
1.25	Parent Conference	☑	☐	☐	☐
1.26	HS General Counseling Meeting	☐	☐	☐	☑
1.5	Professional Development	☐	☐	☐	☑
1.11-1.15	Course Selections Verification	☐	☑	☐	☐
1.14-15	Guidance: Are You Ready Lesson (transcript review)	☑	☐	☐	☐
1.20.25	Identify 2nd Semester Small Counseling Groups Issue Consent Forms	☑	☐	☐	☐
1.21.27	GAC Data Review	☐	☐	☐	☐
1.6-1.8	Records Review| Finalize Transcripts	☐	☑	☐	☐
BiWeekly	District Lead Counselor PLC	☐	☐	☐	☑
TBD	IGC Training	☐	☐	☐	☑
TBD	Create IGC list from Dec EOC results	☐	☑	☐	☐
TBD	First Small Group Session	☑	☐	☐	☐
Weekly	WWHS Counselor PLC	☐	☐	☐	☑
		☐	☐	☐	☐

February

Focus: Healthy Relationships| Random Acts of Kindness

Date	Event	Direct Services GC	IP	RS	Indirect SS
2.2	HS New Counselor Mtg	☐	☐	☐	☑
2.22	Begin Student Course Verification	☐	☑	☐	☐
2.24	Guidance| Teen Dating Violence Awareness & Prevention	☑	☐	☐	☐
2.8	SBDM	☐	☐	☐	☑
2.1-2.5	Spring Rank Prep	☐	☑	☐	☐
2.1-3	TXSC School Counselor Conference	☐	☐	☐	☑
2.16-2.20	Random Acts of Kindness Week| No One Eats Alone	☑	☐	☐	☐
2.17.27	Guidance Advisory Committee	☐	☐	☐	☑
2.8-2.12	IGC Planning and Prep	☐	☑	☐	☑
TBD	Mid Year Appraisal	☐	☐	☐	☑
TBD	Small Group Counseling Sessions	☑	☐	☐	☐
TBD	Connecting With Counselors	☑	☐	☐	☑
Weekly	WWHS Counselor PLC	☐	☐	☐	☑
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March

Focus: Anti-Victimization| Internet Safety

Date	Event	Direct Services GC	IP	RS	Indirect SS
3.23	HS General Counseling Meeting	☐	☐	☐	☑
3.24	Guidance: Antivictimization| Internet Safety| WHO	☑	☐	☐	☐
3.8	SBDM	☐	☐	☐	☑
3.1-3.31	Conduct Transition Parent Meetings	☐	☑	☐	☐
3.1-3.31	Meet w/ Students in danger of not graduating & their parents	☐	☑	☐	☐
3.1-3.31	Monitor IGC| Reconnect| AFC Seniors	☐	☑	☐	☐
3.2-3.30	Course Verification	☐	☑	☐	☑
BiWeekly	District Lead Counselor PLC	☐	☐	☐	☑
TBD	Prepare Preliminary Grad List	☐	☐	☐	☑
TBD	Spring Records Review	☐	☑	☐	☐
TBD	Continue Small Group Counseling	☑	☐	☐	☐
Weekly	WWHS Counselor PLC	☐	☐	☐	☑
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April

Focus: Self-Care| Positive Coping| Community Service

Date	Event	Direct Services GC	IP	RS	Indirect SS
4.12	SBDM	☐	☐	☐	☑
4.13	Lead Counselor Mtg| New Counselor Mtg	☐	☐	☐	☑
4.14	Guidance Lesson: Self Care| Anxiety	☑	☐	☐	☐
4.1-4.16	Academic Success Mtgs with Students in Danger of Not graduating	☐	☑	☐	☐
4.12-4.16	Course Verifications MakeUp	☐	☑	☐	☐
4.20-4.30	Summer School Notifications & Enrollmetn	☐	☑	☐	☐
4.20-4.30	Graduation Planning	☐	☐	☐	☑
4.20-4.30	Monitor and Finalize IGC| Reconnect| AFC	☐	☑	☐	☐
TBD	Small Group Counseling continued	☑	☐	☐	☐
TBD	Connecting With Counselors	☑	☐	☐	☑
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May

Focus: Mental Health Awareness

Date	Event	Direct Services GC	IP	RS	Indirect SS
5.1	SBDM	☐	☐	☐	☑
5.12	Guidance: Mental Health Awareness| Self Care| Coping	☑	☐	☐	☐
5.4	HS General Counseling Meeting	☐	☐	☐	☑
5.5	Guidance Advisory Committee	☐	☐	☐	☑
2 weeks before Grad	Finalize IGC Meetings & Submissions	☐	☑	☐	☐
5.3-5.14	Finalize Senior Transcripts, Financial Aid, Senior Exit Survey, PostSecondary Plans	☐	☑	☐	☐
5.3-5.21	Review Transcripts (all grade levels), finalize course selections & schedules, notify students of Summer School	☐	☑	☐	☐
TBD	Submit Graduation List	☐	☑	☐	☐
TBD	End of Year Conference	☐	☐	☐	☑
TBD	Close Out Small Groups	☑	☐	☐	☐
Weekly	WWHS Counselor PLC	☐	☐	☐	☑
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June

Focus: Closing Out the School Year

Date	Event	Direct Services GC	IP	RS	Indirect SS
6.1-10	Review Summer Grads & IGC	☐	☑	☐	☐
6.1-10	Finalize student schedules for upcoming school year	☐	☑	☐	☐
6.1-10	Review Student Records & Transcripts	☐	☑	☐	☐
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Woodrow Wilson High School

2026-2027 Counseling Calendar

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