



School Counseling Weekly Calendar for March 22, 202

Use these time increments or update with time increments that work best for you.

DATE⇒	Mon 22nd	Tues 23rd	Wed 24th	Thurs 25th	Fri 26th
7-7:15 a.m.					
7:15-7:30 a.m.					
7:30-7:45 a.m.	Check and respond to e-mails	Post lesson/message on schoology to 6th grader	Check and respond to e-mails	Check and respond to e-mail	Check and respond to e-mail
7:45-8 a.m.	Talked to teacher about career lesson	Talk to teacher about student	Follow up with teacher	Check and respond to e-mail	Met with teacher before school
8-8:15 a.m.	Met iwth students	Meet with teacher regarding today's lesson	Follow up with administrator	Met with teacher before shcool	Met with teacher before school
8:15-8:30 a.m.	Helped an anxious student	6th grade career lesson	6th grade career lesson	Tracked down and spoke to students who have to quarantine	Followed up with student
8:30-8:45 a.m.	Helped an anxious student	6th grade career lesson	6th grade career lesson	Tracked down and spoke to students who have to quarantine	Consulted with administrator
8:45-9 a.m.	Follow up with parent/teachers	6th grade career lesson	6th grade career lesson	Tracked down and spoke to students who have to quarantine	Consulted with administrator
9-9:15 a.m.	Parent call	6th grade career lesson	6th grade career lesson	Consult with teacher	Returned parent call
9:15-9:30 a.m.	Parent/student meeting	Meeting with teacher	6th grade career lesson	MTSS follow up	Called parent
9:30-9:45 a.m.	Parent/student meeting	Meeting with teacher	6th grade career lesson	MTSS follow up	8th grade career lesson planning
9:45-10 a.m.	Parent/student meeting	Follow up with student	6thg grade career lesson	MTSS follow up	8th grade career lesson planning
10-10:15 a.m.	Follow up with teachers	Spoke to student about support class	6th grade career lesson	Parent call	8th grade career lesson planning
10:15-10:30 a.m.	Student meeting	Parents calls/e-mails	Met with student	Meeting with administrator	Parent call regarding Socio-emotional concerns
10:30-10:45 a.m.	Student meeting	Parents calls/e-mails	Communicaiton with OGPV students regarding career lesson	Follow up with student	Parent call regarding Socio-emotional concerns

10:45–11 a.m.	Follow up meeting with administrator	Met with Asst. Principal to discuss students	504 plan follow up with parent/teachers	Consultation with another MS counselor about programming	Met with teacher/student follow up
11–11:15 a.m.	Consulted with teacher	Consulted with School Psych about student	Meeting with student	Consultation with another MS counselor about programming	Meeting with student
11:15–11:30 a.m.	Consulted with teacher	6th grade career lesson	Meeting with student	lunch/answered e-mails	Meeting with student
11:30–11:45 a.m.	lunch/answered e-mails	6th grade career lesson	Follow up with student	Student meeting	Lunch
11:45 a.m.–12 p.m.	Parent call regarding student concerns	6th grade career lesson	lunch/answered e-mails	Student meeting	Lunch
12–12:15 p.m.	Meeting with student	6th grade career lesson	Meeting with student	Student seeking help regarding conflict	Follow up with teacher
12:15–12:30 p.m.	Meeting with student	lunch/answered e-mails	Follow up with administration	Student seeking help regarding conflict	Student concern
12:30–12:45 p.m.	Career lesson planning	Parent all to address questions/concerns	Parent call	Student conflict situation	SEL Professional Development
12:45–1 p.m.	Career lesson planning	Checked on student progress with teacher	Meeting with sped teacher	Student conflict situation	SEL PD
1–1:15 p.m.	IEP	6th grade career lesson	Meeting with sped teacher	Follow up with student academic plan	SEL PD
1:15–1:30 p.m.	IEP	6th grade career lesson	Meeting with teacher	Follow up with student academic plan	SEL PD
1:30–1:45 p.m.	IEP	6th grade career lesson	Meeting with teacher	Parent call regarding academic concerns	SEL PD
1:45–2 p.m.	IEP	6th grade career lesson	Student check in regarding plan	Met with teacher regarding student academic concern	SEL PD
2–2:15 p.m.	IEP	Follow up with administrator	8th grade career lesson planning	Meeting with student	SEL PD
2:15–2:30 p.m.	Spoke to student about a number of concerns	Parent calls	8th grade career lesson planning	Meeting with student	SEL PD
2:30–2:45 p.m.	Spoke to student about a number of concerns	Met with student	Met with Social Worker	Returned parents calls/e-mail	SEL PD
2:45–3 p.m.	Follow up with student related to tech use	Spoke with student's therapist	Parent meeting	Returned parents calls/e-mail	Follow up with parent
3–3:15 p.m.	Parent follow up call	Met with teacher	Parent meeting	Classroom coverage	Student meeting

3:15–3:30 p.m.	Student follow up in homework club	Dismissal - helped	Student drop by after school	Spoke to students in hallway after school	Parent call regarding Socio-emotional concerns
3:30–3:45 p.m.	Student follow up in homework club	Department meeting	Assisted with contact tracing	Meeting with teacher	Homework club check in with students
3:45–4 p.m.	Student follow up in homework club	Department meeting	Assisted with contact tracing	Meeting with teacher	Homework club check in with students

Key	Direct Student Services – Counseling, Appraisal and Advisement, Instruction	Indirect Student Services – Collaboration, Consultation, Referral	Program Planning and School Support (includes Fair-Share Responsibilities)	Non-School-Counseling Tasks
% of weekly time	41	44	13	2