



SAN DIEGO UNIFIED SCHOOL DISTRICT  
Student Services Office  
Counseling and Guidance Department

**Comprehensive School Counseling Program**

*San Diego Unified School District's Counseling and Guidance Baseline Level of Service (BLS)*

**Grade 12**

**Continual Services**

- Mandated Reporting
- Emergency Procedure 10, suicide/self harm
- Site Crisis Response Team (SCRT) participation
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations
  
- Crisis counseling and referrals
- Individual and small group counseling (curriculum/topic based)
- ATOD intervention groups (AP 6298)
- Health education in alignment with Common Core State Standards (CCSS)
  
- Referrals, from staff or self-referrals
- Consultation, collaboration, and teaming (RtI, IEP, SART, ISP)
- Cumulative reviews
- Classroom observations
- Individual conferences (student/family)
- Classroom Guidance Lessons
  
- Referrals to community agencies, SARB, or Youth in Transition
- Parent and community engagement (i.e. website, email, Naviance, Connect Ed, letters)
- Outreach to colleges and universities
- Career and Technical education in alignment with Common Core State Standards (CCSS)
  
- Peer facilitation and conflict resolution
- Coping and redirection
- Contracts (behavior, academic, etc.)
- Attendance monitoring
  
- Data evaluation (ex. CST scores, Benchmarks, MEASURE)
- Participate on site committee(s)
- District committees/program management roles
- Planning, designing, implementing, and evaluating the school counseling curriculum
- Interdisciplinary curriculum development

- Participate in on-going professional development and trainings
- Professional development
- Quarterly meeting with school counselors from cluster schools

### Quarter 1

- Credit Evaluation completed for all students
- Review of student course schedules (graduation requirements, UC/CSU 'a-g' completion, NCAA eligibility, IEP/ISP/EL)
- Balance classes and prepare student schedules for "First Day" of school
- Individual student/parent conference for all student at-risk
- Individual academic review for all students
- Review with all site staff Emergency Procedure 10
- Review role of school counselor in school site safety plan
- Attend Counseling and Guidance Department meetings and trainings
- Senior Assembly Participation
- Coordination of SAT/ACT registration and fee waivers
- UC/CSU Counselor Conferences
- National Merit Scholarship Program
- Senior CHSEE
- Identify and complete senior review with at-risk students at conclusion of each marking period  
Notification letter is sent to parent/guardian (Weeks 7-8)
- Senior Classroom Visits
  - Accessing Scholarships
  - FAFSA
  - College Application process
  - Naviance
  - Graduation Requirements
  - Letters of Recommendation/Brag Packet
- Senior parent college night
- College application workshops for students and parents
- Coordination and notification of college visits at school site or in the community
- Coordination and notification of scholarships
- Cal-SOAP College Fair (October)
- Naviance "College Search"
- Naviance "Colleges I am thinking about"
- Naviance "Colleges I am Applying"
- Complete school counselor documents for students completing Early Decision or Early Action applications
- Complete and submit a MEASURE to Counseling and Guidance Department (December 1)

## Quarter 2

- Identify and complete senior review with at-risk students at conclusion of each marking period  
Notification letter is sent to parent/guardian (Weeks 10-13)
- Review student schedules for second semester and make appropriate changes as needed
- Rebalance classes as needed
- College application workshops for students and parents
  - UC/CSU workshops to be completed by November 30<sup>th</sup>
  - Private School workshops through January
- Financial Aid workshop for students and parents
- Cal-SOAP Cash for College
- Attend Cal-SOAP financial aid workshop (CSAC) for school counselors
- Coordination and notification of college visits at school site or in the community
- Coordination and notification of scholarships
- Naviance “Colleges I am thinking about”
- Naviance “College Search”
- Naviance “Colleges I am thinking about”
- Maintenance of SAT/ACT registration and fee waivers
- Complete school counselor documents for students completing regular decision and rolling admission applications
- Collaborate with site registrar on Cal-Grant GPA verification upload
- Coordinate communication and registration for AP exams
- Remind students to monitor college/university web portals for communications and necessary documents to be submitted

### **Quarter 3**

- Credit Evaluation completed for all students
- Review of student course schedules (graduation requirements, UC/CSU 'a-g' completion, NCAA eligibility, IEP/ISP/EL)
- Balance classes and prepare student schedules for "First Day" of second semester
- Individual student/parent conference for all students at-risk. (completed by the end of the second week of the second semester) Notification letter is sent to parent/guardian
- Continue communication with the students on FAFSA and scholarship opportunities
- Continue AP registration and preparations for test administration
- Provide information to students on placement exams for the UC, CSU, and Community Colleges
- Community College application workshop
- FAFSA completion by March 2<sup>nd</sup>
- Monitor students receipt of acceptance letters and financial aid received
- Complete school counselor mid-year documents

### **Quarter 4**

- Identify and complete senior review with at-risk students at conclusion of each marking period Notification letter is sent to parent/guardian (Weeks 10-13 of second semester)
- Assist in student completion of Senior Exhibitions
- Assist with Senior Awards ceremony
- Student and parent conference to develop an individualized academic plan for non graduating seniors
- Present results of MEASURE at Counseling and Guidance Department meeting
- Coordinate/support administration of AP testing
- Coordinate completion of the SDUSD Senior Exit Survey in Naviance
- Remind students to request final transcripts for college, university, NCAA eligibility center, or other need
- Remind students to monitor college/university communications on financial aid and acceptance deadlines, housing, summer school, placement exams, and course registration
- Continue communication with the students on scholarship opportunities
- Support student participation in "Salute to Excellence" event
- Participate in senior check-out process
- Participate in graduation ceremony