

SPERRY PUBLIC SCHOOLS

ANNUAL HIGH SCHOOL COUNSELING CALENDAR

Academic Year: 2026–2027 | School/Counselor: _____

Recommended time allocation: A minimum of 80% for direct and indirect student services and 20% or less for program planning and school support.

80% – Direct & Indirect Student Services: Counseling, classroom guidance, academic/career/postsecondary advising, student interventions, parent/family communication, consultation, referrals, and services provided directly to or on behalf of students.

20% – Program Planning & School Support: Program planning/evaluation, professional development, required training, testing logistics/administration, records maintenance, scheduling/program coordination, documentation, and other school-support responsibilities.

Counselor time should be monitored throughout the year to ensure that at least 80% is dedicated to direct and indirect student services and no more than 20% to program planning and school support.

Monthly Time Review: Direct/Indirect Student Services _____% Program Planning/School Support _____%

COUNSELOR TIME ALLOCATION – 80/20 GUIDELINE

Month	Direct Student Services Activities	Indirect Student Services Activities	Program Planning / School Support
Ongoing Services	• Provide short-term crisis response and student support • Provide small group counseling (i.e. grief and loss, emotional regulation, family changes/divorce, anxiety and stress management, academic motivation, and friendship and peer relations) • Provide academic, career, and postsecondary advising • Provide MTSS/Tier 2–3 student supports • Provide Attendance and engagement interventions	• Provide consultation with students, families, teachers, administrators, and community partners • Complete mental health/community referrals • Review student eligibility, grades, and attendance to identify students needing support • Review student data for targeted interventions • Coordinate student supports and follow-up	• Provide student information system support related to counseling functions • Provide scheduling/program coordination related to counseling services • Complete professional development activities • Provide clothes closet/resource program coordination • Participate in MTSS/leadership team meetings • Maintain counseling calendar, resources, and records

		• Provide IEP/504 consultation as appropriate	• Maintain counseling program data for review
August	• Conduct academic enrollment & course advisement • Conduct schedule change advising • Provide new student orientations • Conduct class meetings – curriculum, requirements & expectations • Conduct AP course reviews & student advising • Provide credit recovery advising • Provide college/career & postsecondary advising • Conduct grade level lessons and activities ○ Understanding Career Pathways and Graduation Requirements	• Participate in Back-to-School Night parent meetings • Facilitate TCC correspondence regarding new students & enrollment • Facilitate and participate in teacher communication regarding schedules & student needs • Consult with teachers regarding 504 information/plan distribution • Coordination of schedule change requests • Coordinate credit recovery to support individual student needs • Coordinate NCAA eligibility to support individual student needs	• Complete school-year counseling program planning • Complete state-required trainings • Review transcript updates & record • Review credit recovery transcript updates • Review NCAA transcript updates • Conduct enrollment system updates
September	• Facilitate College Application Week activities • Conduct Senior ICAP reviews and updates for students • Conduct a freshman ICAP introduction • Provide sophomore ICAP updates for students	• Parent-teacher conferences • Coordinate career and college fairs • College visit/fair coordination with students, families, and staff • College application preparation and reviews for individual students • Coordinate AP enrollment and course roster checks	• Review AP course audits • Provide Pre-ACT testing logistics and scheduling support • Plan and coordinate College Application Week • Plan and coordinate Suicide Awareness Month counseling program planning and resources

	• Provide junior ICAP updates for students • Conduct grade level lessons and activities ○ Suicide Awareness	• Coordinate Pre-ACT scheduling for students • Provide Suicide Awareness Month teacher education and staff support • Coordinate college applications follow-ups • Provide AP student enrollment consultation and verification	
October	• Conduct FAFSA review and individual support with seniors • Facilitate 10th Grade Career Interest Surveys with students • Conduct Tulsa Tech meetings with 10th-grade students • Provide Tulsa Tech application individual assistance • Conduct scholarship meetings with students • Provide military career information and individual student opportunities • Conduct senior grade checks and academic conferences for individual students • Conduct 9-week academic check-ins with students in all grades • Provide ASVAB information and student advising • Conduct grade level lessons on Fentanyl Abuse	• Coordinate FAFSA portal setup for new seniors • Coordinate college visits • Coordinate Pre-ACT test schedules • Provide Pre-ACT teacher training • Coordinate with Tulsa Tech regarding student opportunities • Coordinate with colleges, scholarship organizations, and military representatives • Follow-up with students identified through grade checks and 9-week check-ins • Coordinate Red Ribbon activities	• Provide Pre-ACT testing administration consultation • Complete Pre-ACT testing logistics and scheduling support consultation • AP test initial ordering • Complete FAFSA portal/program setup and records management • Coordinate Military lunch/library visits • Complete ASVAB program coordination and testing preparation • Plan Red Ribbon Week and required Fentanyl Abuse lessons

	○ Make the Right Call, Stay Away from Fentanyl • Conduct grade level lessons and activities ○ Choices Have Consequences		
November	• Provide freshman check-ins and Pathways goal-setting • Provide Pre-ACT results review and individual student meetings • Provide Tulsa Tech application assistance • Provide Academic check-ins with students who are failing or approaching failure • Conduct college/career review and planning with juniors and seniors • Follow-up with students identified through Pre-ACT results • Provide FAFSA portal check-ins with seniors • Conduct college/career and postsecondary program planning with students • Conduct grade level lessons and activities ○ Gratitude, Kindness & Connection	• Coordinate Tulsa Tech transcript requests for students • Conduct consultations with teachers regarding students who are failing or approaching failure • Provide FAFSA portal follow-up and communication with students/families • Coordinate with Tulsa Tech regarding applications and enrollment • Coordinate college visits • Coordinate a Thanksgiving student/family resource program	• Complete AP test pre-ordering • Complete Pre-ACT results data review and program planning • Provide FAFSA portal monitoring and records management
December	• Provide check-ins with borderline and failing students	• Consult with teachers regarding failing students	• Assist with grade book issues and schoolwide grading procedures

	• Provide academic support and goal-setting with students needing intervention • Conduct second-semester schedule review and student advisement • Provide Tulsa Tech student check-ins • Facilitate ACT testing accommodation discussions with students as needed • Conduct grade level lessons and activities ○ Managing Stress	• Communicate with guardians regarding students who are failing or borderline • Provide consultation with special education teachers regarding ACT testing accommodations • Provide Tulsa Tech coordination and follow-up for students • Facilitate teacher communication regarding finals and final grades • Coordinate ACT testing accommodations and documentation • Provide finals and final-grade communication/support • Review second-semester schedules to identify students needing academic support • Collaborate with teachers regarding grade book concerns	• ACT accommodation procedures/documentation management
January	• Schedule change requests and individual student advisement • Conduct GPA verification meetings/support for Valedictorian and Salutatorian candidates • Provide TCC course advising and student course approvals • Conduct TCC grade review with participating students	• Coordinate schedule change requests with students, teachers, and administration • Complete transcript audits and follow-up regarding student records • Facilitate TCC course approval coordination • Conduct TCC and Tulsa Tech grade verification and communication	• Complete GPA verification for Valedictorian and Salutatorian candidates • Complete TCC grade record updates • Complete Tulsa Tech grade record updates • Begin preparation and coordination for state testing • Review and organize testing information and student records

	• Conduct Tulsa Tech grade review and student check-ins • Conduct ACT testing advisement and support for students who need to test • Conduct ACT participation check-ins with seniors who did not test the previous year • Conduct follow-up meetings with seniors who did not test the previous year • Provide OK Promise student check-ins and advising • Review semester grades and identify students needing academic intervention • Conduct grade level lessons and activities ○ Academic Reset	• Complete ACT testing roster review and coordination • Coordinate with staff regarding state testing preparation • Review ACT testing roster/loading to ensure identified students are registered and supported	
February	• Conduct senior ICAP and FAFSA check-ins • Provide senior credit recovery check-ins and graduation planning • Provide Tulsa Tech application updates and student advising • Provide college admissions updates and individual senior advising • Conduct ICAP activities with freshmen • Provide testing updates and individual support with juniors	• Coordinate TAA accommodations and student testing needs • Facilitate communication with Tulsa Tech regarding applicants • Provide college admissions follow-up and communication • Facilitate and coordinate with teachers regarding seniors completing credit recovery • Provide testing updates and coordination with teachers	• Complete test training • Provide TAA accommodation uploads and documentation • Review and update testing records • Begin pre-enrollment planning and scheduling • Coordinate Vals and Sals announcement • Maintain ICAP, FAFSA, and postsecondary planning records

	• Conduct pre-enrollment advising and course planning • Provide student recognition and advisement for Valedictorian and Salutatorian • Conduct grade level lessons and activities ○ Healthy Relationships	• Coordinate pre-enrollment information and support with students, families, and staff	
March	• Conduct pre-enrollment advising and course planning • Provide nine-week student check-ins and academic advising • Conduct senior scholarship and college application check-ins • Provide ACT and state testing reminders and student support for juniors • Conduct Dual Credit enrollment meeting and advising • Conduct Tulsa Tech meetings with accepted students • Conduct Tulsa Tech meetings with waitlisted students • Provide Pre-ACT student follow-up and advising • Conduct grade level lessons and activities ○ Testing and Resilience	• Update ACT accommodations in the ACT system for identified students • Coordinate ACT and state testing reminders with teachers and staff • Coordinate state testing schedules • Check in with staff regarding test training and required certifications • Conduct nine-week grade checks and consultations with teachers regarding academic needs • Facilitate Dual Credit transcript coordination • Facilitate Tulsa Tech coordination for accepted and waitlisted students • Coordinate AP testing orders and final submission	• Continue pre-enrollment planning and scheduling • Provide ACT accommodation updates and documentation • Schedule and coordinate state testing • Monitor staff test training and certification requirements • Review nine-week academic data to identify students needing intervention • Maintain Dual Credit transcripts and records • Review Pre-ACT data and records • Submit final AP test orders

April	• Provide student support during ACT, Science, and U.S. History state testing and make-up testing • Conduct scholarship reviews and individual student advising • Conduct credit recovery check-ins with seniors and graduation planning • Conduct AP test check-ins and student preparation • Provide FAFSA reminders and individual student follow-up • Provide ICAP activities and reviews with students in all grades • Conduct TCC course reviews and student advising/approvals • Conduct grade level lessons and activities ○ My Future Starts Now	• Coordinate state and make-up testing with students, teachers, and staff • Transcript audits and follow-up regarding student records • Coordinate scholarship information and student follow-up • Consult with teachers regarding senior credit recovery progress • Coordinate AP testing information and procedures with students and staff • Provide FAFSA reminder communication and OPT-out form follow-up • Coordinate ICAP activities and student postsecondary planning across grade levels • Conduct TCC course review and approval coordination	• Coordinate state testing administration and logistics • Complete transcript audits and record maintenance • Complete AP test preparation and testing procedures review • Secure and coordinate AP test administrators • Review AP testing procedures and requirements • Facilitate FAFSA documentation and opt-out form management • Complete ICAP program review and documentation • Complete TCC program/records review and approvals
May	• Provide AP test support and student check-ins • Conduct ICAP final review with seniors • Provide ICAP updates with 9th-, 10th-, and 11th-grade students • Conduct academic transcript and credit checks with students • Conduct FAFSA final reviews and individual student follow-up	• Conduct transcript checks and follow-up regarding student records • Provide Tulsa Tech Achievement Code coordination for student transcripts • Coordinate ICAP completion and updates with teachers/staff • Complete FAFSA final reminder communication and OPT-out form follow-up	• Complete AP testing administration and logistics • Complete transcript audits and credit checks • Complete Tulsa Tech Achievement Code transcript updates • Coordinate next-year scheduling with staff and administration to address student course and placement needs

	• Provide ASVAB testing support and individual student follow-up	• Coordinate ASVAB testing with staff and students • Consult with teachers regarding credit completion and student schedules	• Complete FAFSA documentation and opt-out form management • Facilitate CPR training/compliance • Facilitate ASVAB testing logistics and coordination • Complete end-of-year student records and program documentation
June	• Conduct Senior Exit meetings and individual student follow-up • Provide credit recovery planning and student support • Conduct schedule review and provide student transition support • Complete NAIA and NCAA portal finalization support for student-athletes	• Provide credit recovery letters and submissions to the Success Center • Conduct transcript checks and follow-up regarding student graduation requirements • Coordinate schedules with students, teachers, and administration to support student transition needs • Facilitate Senior Exit information and coordination with students, families, and staff • Conduct NAIA and NCAA portal coordination and finalization	• Finalize transcripts • Prepare and distribute report cards • Complete final transcript checks and record maintenance • Finalize schedules and enrollment records • Complete Senior Exit documentation and records • Finalize NAIA and NCAA portal requirements and documentation • Complete end-of-year student records and program documentation • Conduct counseling program data review

Sperry Public Schools Counseling Program Priorities

Mental Health & Student Well-Being

Character Development & Positive School Culture

Academic Success, Student Retention & Postsecondary Success

Integration of Counseling Supports Within MTSS and Schoolwide Student-Support Systems