THE COUNSELING PROGRAM – GENERAL CALENDAR OF EVENTS

2016-2017

The following calendar outlines important meetings, dates, and classroom lessons related to or undertaken by the Counseling Services Department. When possible specific dates are given. Some dates will only be determined at a later time; in these cases general time frames are provided.

AUGUST

1. All schedules finalized and classes balanced in preparation for the first day of school.
2. Freshmen Picnic and 9th Grade Parent Meeting – August 24 from 6 pm to 8 pm.

SEPTEMBER

1. Night Meetings
   • 12th Grade Parent College Information Night: The Nuts and Bolts of the Application Process, Thursday, September 8 @ 7 pm in the school auditorium.
   • Financial Aid Night – Thursday, September 29 @ 7 pm in the school auditorium.
2. Classroom Activities
   • Counselors will meet with seniors during the first two full weeks in September to review Senior Packet and review Naviance college application process.
   • 9th Grade Counts (round 1) – counselors meet with 9th grade students to emphasize the importance of the 9th grade year in the context of their high school experience and register 9th graders on Naviance to conduct goal setting activities and complete interest inventories – last week of September or first week of October.
3. Other Activities
   • Counselors meet with all 504 Plan students on their caseloads to review accommodations, counselors’ role as case managers, and students’ self-advocacy.
   • EMTs
4. Standardized Testing Dates
   • ACT administration – September 10.

OCTOBER

1. Night Meetings
   • 504 Parent Meeting – Thursday, October 6 @ 7 pm in school auditorium
   • 11th Grade College Fair (6:30 – 7:30 pm) and 11th Parent College Information Night @7:30 pm in school auditorium – Thursday, October 13
   • 9th and 10th Grade Parent College Information Night, Thursday, October 27 @ 7 pm in school auditorium
2. Classroom Activities
   • 9th Grade Counts (round 2)
3. Other Activities
   • Counselors writing college recommendations for October 15 and November 1 deadlines.
   • Applications made for identified families to the City of Gaithersburg Holiday Gift Giving Program (Thanksgiving and Winter Holidays)
   • EMTs
4. **Standardized Testing Dates**
   - SAT administration – October 1
   - PTSA Mock SAT/ACT – October 8
   - PSAT administration, grades 9-11 – October 19
   - ACT administration – October 22

**NOVEMBER**

1. **Night Meetings**
   - None

2. **Classroom Activities**
   - Counselors visit with 11th graders twice this month. First we review Naviance with them and then discuss in detail the college search process and application timetable during the second meeting.

3. **Other Activities**
   - Gift Giving Program begins
   - 504 Plan review process begins
   - Counselors meet with all 504 students on caseload

4. **Standardized Tests**
   - SAT administration – November 5.

**DECEMBER**

1. **Night Meetings**
   - None

2. **Classroom Activities**
   - Counselors visit with 10th grade students to explore career options through Naviance activities – mid December.

3. **Other Activities**
   - Giving Tree Presents distributed – Wednesday, December 21
   - Alumni Day – Thursday, Wednesday, December 22
   - 504 Plan Reviews
   - EMTs

4. **Standardized Tests**
   - SAT administration – December 3
   - ACT administration – December 10

**JANUARY**

1. **Night Meetings**
   - 8th Grade Parent Registration/Articulation Information Meeting – Thursday, January 5 @ 7 pm in school auditorium (snow date January 12)
   - 9th-11th Grade Parent Registration/Articulation Information Meeting – Wednesday, January 18 @ 7 pm in school auditorium (snow date January 25)

2. **Classroom Activities**
   - Counselors visit with 8th grade school students to conduct registration lessons and preview registration process (late January-early February)
3. Other Activities
   • Counselors finalize all 2nd semester schedules
   • 504 Plan Review Process
   • EMTs
   • Finalize AP Exam Registration process

4. Standardized Tests
   • SAT administration – January 28

FEBRUARY

1. Night Meetings
   • None

2. Classroom Activities
   • Counselors visit with 9th, 10th, and 11th grade students to conduct registration lessons and preview registration process (early February)

3. Registration/Articulation
   • Counselors meet with 9th, 10th, and 11th grade students to register them for next year’s classes
   • Counselors input all registration data

4. Other Activities
   • 504 Review Process
   • Counselors meet with all 504 students on caseload
   • EMTs
   • Begin AP Exam Registration

5. Standardized Tests
   • PTSA Mock SAT/ACT Exams – February 4
   • ACT administration – February 11

MARCH

1. Night Meetings
   • Spring 11th Grade Parent College Information Night – College Admission Officers’ Panel – March 16 @ 7 pm in school auditorium

2. Classroom Activities
   • Counselors meet with 11th grade students to discuss Junior Packet, College Fair and college/post-secondary planning
   • AP pre-administration

3. Other Activities
   • 504 Review Plan reviews
   • EMTs
   • AP Exam preparation
   • Identify and register students for 1st session of summer school

4. Standardized Tests
   • SAT administration -- March 5
APRIL

1. **Night Meetings**
   - None

2. **Other Activities**
   - AP Exam planning
   - 504 Plan reviews
   - Counselors meet with all 504 students on caseload
   - Continue to register students for summer school

MAY

1. **Night Meetings**
   - None

2. **Other Activities**
   - AP Exam administration
   - Naviance activities with 10th graders (career and post-secondary planning)

3. **Standardized Testing**
   - SAT administration – May 6

JUNE

1. **Night Meetings**
   - None

2. **Other Activities**
   - 504 Plan reviews
   - Identify and register students for 2nd semester summer school

3. **Standardized Testing**
   - SAT administration – June 3
   - ACT administration – June 10

JULY

1. **Senior Meetings**

2. **Senior College Workshops**