



Lake Central Guidance  
Office Calendar  
July 2017-June 2018

# July 2017

## **All Students**

- Dual Credit roster reviews completed
- New student enrollments
- Indiana Online Academy Finals, send grades
- Enter all IOA grades, new and replacements
- Put IOA failure classes back into student schedule
- Update credits on transcripts as courses are completed
- Create lunch schedules for teachers
- Send transcripts to colleges for students who requested late or decided on a different college
- Monitor, review, respond to all requests for schedule changes

## **Freshmen**

- Prepare for Freshman Rush
- Prepare Freshman Class Flyer information

## **Sophmores**

- Prepare Sophomore Class Flyer information

## **Juniors**

- Prepare Junior Class Flyer information

## **Seniors**

- Prepare for Senior Parent Meeting
- Review progress of senior failures in credit recovery or IOA
- Prepare Senior Class Flyer information
- Prepare for College Application Bootcamp

## **Monthly**

- Meet needs of students in crisis and in need of social/mental health counseling
- Answer student requests to see their counselor on line and paper forms
- At least 2 Guidance meetings
- Each counselor attends a designated department meeting (Same department all year)
- Maintain, update, review student transcripts for those earning credits through Credit Recovery, Pathfinder, and at Campagna
- Case Conferences – Initial and re-evaluations for grades 8-13.
- Input data in Skyward from all Case Conferences
- RTI Solution-Focused meetings



# July 2017

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Campagna new enrollments and tours
2	3	4	5	6	7	8
9	10	11	12	13	14 Complete Class Schedules	15
16	17 IOA Final Exams	18 IOA Final Exams	19 IOA Final Exams	20	21 IOA Grades to LC	22
23	24	25	26 Registration Day	26	27	28
29	30	31				

# August 2017

## **All students**

- Finalize transcripts with summer grades
- New student enrollments
- Run GPA Utility
- Schedule and prepare for college rep. visits for Sept.
- Plan for Open House

## **Freshmen**

- Begin RTI Program, parent meetings
- Plan for Freshman Four Year Plans

## **Sophmores**

- Begin RTI Program, parent meetings

## **Seniors**

- Send initial transcripts to colleges and universities upon request
- Send final transcripts for previous year seniors making college decisions late or finished credits over the summer
- Update school profile for delivery with transcripts
- Ensure new senior student information, grades, credits are in Skyward and ready to send initial transcripts upon request
- Complete college application counselor secondary school reports, common app forms, and letters of recommendation
- Input senior diploma types
- Meet with 21<sup>st</sup> Century Seniors
- Set up Senior Seminar for Herff Jones
- Prepare senior meeting flyers
- Obtain final TAP enrollments

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# August 2017

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 College App Bootcamp Senior Parent and Work-Based Learning Meetings	3	4 Complete Schedule Change Forms	5
6	7	8 Freshmen Rush	9	10	11	12
13	14 1st Student Day Traditional Day w/ a PTE Mentors	15 Blue	16 White	17	18 Freshmen Class Meeting Intramural Callout Advanced Ed Survey	19
20 School Pictures this week	21 Traditional Day Solar Eclipse Period 5, 7, 6, PTE	22 Blue	23 Last Day of Schedule Changes White	24 Begin Senior Meetings	25 Sophomore Class Meeting	26
27	28	29 Junior Class Meeting	30	31		

# September 2017

## **All Students**

- Interest Inventories
- Central Midwest College Fair
- Schedule and prepare for college representative visits for October
- Meet with 21<sup>st</sup> Century Scholars to complete required activities in lab.
- Distribute SAT and PSAT videos and information.
- Set up volunteers for Class Reunion tours

## **Sophmores**

- PSAT Preparation

## **Seniors**

- College Application Secondary School Reports
- College application process
- Plan Senior Seminar Instant Decision Day for PSAT day
- Finalize Financial Aid Night plans
- Work on grad reports
- Set up Lilly and Wells Scholarship application process and interviews

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# September 2017

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Senior Class Meeting and Herff Jones Visit	2
3	4 Labor Day-- No School	5	6 Early Awareness College Prep (InVest Indiana) 5:15- LGI Open House 6:00-7:45	7	8 Club Call Outs	9
10 Suicide Prevention Week	11 Suicide Prevention Week	12 Suicide Prevention Week	13 Suicide Prevention Week	14 Suicide Prevention Week	15 Suicide Prevention Week	16
17	18	19 Wells Interviews 5 and PTE	20	21	22 Last Day of Senior Meetings Homecoming Pep Rally Homecoming Game	23 Homecoming Dance
24 College Go Week	25 College Go Week	26 College Go Week Lilly Interviews 7th hour and PTE	27 College Go Week	28 College Go Week	29 College Go Week Intramural Callouts	30

# October 2017

## **All Students**

- Schedule college rep. visits for November
- Scheduling Committee meeting to discuss changes for next year's schedules and courses
- Meet with first quarter failures
- Stairway to Heroin

## **Freshmen**

- Complete Freshman-Four Year Plans in labs
- Hold a make-up presentation for Freshman Four year Plans

## **Sophomore**

- Nomination process for HOBY

## **Seniors**

- Set up and hold senior seminar with Purdue Northwest, Indiana University Northwest, Ivy Tech, and Valparaiso Instant Decision Day on PSAT Day
- Meet with 21<sup>st</sup> Century Scholars Seniors to complete all required activities
- National Merit Qualifying Scholars due

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# October 2017

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Freshmen 4 year Plans	4	5	6 Freshmen 4 year Plans	7
8	9	10 Stairways to Heroin (Freshmen)	11 PSAT's  Financial Aid Night (InVest Indiana) 6:00-8:00 pm in LGI	12	13 End of 1st Quarter	14
15	16	17 Freshmen 4 year Plans	18 College Apps Due to Guidance	19	20 Freshmen 4 year Plans	21
22	23	24	25 Ghouls In The School 4:00-6:00 pm	26 Fall Break	27 Fall Break	28
29	30	31 Club Meetings				

# November 2017

## **All Students**

- Scheduling Committee meeting to make selections on new courses
- Set up military visits
- Begin update of scheduling materials, including Course Selection Guide

## **Freshmen**

- Prepare and hold shadow days for 8<sup>th</sup> grade private school students
- RTI progress monitoring testing
- RTI meetings with parents, students, assistant principals, and counselors

## **Sophmores**

- Sophomore At-Risk individual meetings
- RTI progress monitoring testing
- RTI meetings with parents, students, assistant principals, and counselors
- Meet with 21<sup>st</sup> Century Scholars Sophomores to complete required activities
- Plan for Sophomore Career Center Meeting

## **Juniors**

- State of Indiana Accuplacer Testing Part 1

## **Seniors**

- Begin January Grad individual final senior meetings

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# November 2017

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Merit-Based Scholarship Deadline	2 ISCA	3 ISCA	4
5	6	7 FAFSA Completion Event- 4:00-7:00 pm in large computer lab (InVest Indiana)	8	9 Veteran's Day Assembly in PTE  Career Planning: Determining your Path 6:30 pm in LGI	10	11
12	13	14	15	16	17 Career Expo in PTE	18
19	20	21 Sophomore meetings in PTE (2 per PTE, 40 minutes each)	22	23 Thanksgiving	24 No School	25
26	27	28 Sophomore meetings in PTE (2 per PTE, 40 minutes each)	29	30		

# December 2017

## **All Students**

- Begin 2<sup>nd</sup> semester schedule change requests
- Update Course Selection Guide
- Update all scheduling forms, documents, flyers, information in all locations
- Plan, book, finalize all scheduling dates
- Set up next year scheduling in Skyward
- Enroll, schedule, tours for new Campagna students
- ECA retesting
- Enrollments/Withdrawals for 2nd semester

## **Freshmen**

- Create and drop off marketing packets to private schools

## **Seniors**

- Meet with potential senior failures
- Complete January Grad senior meetings
- Reschedule “January Grads” that didn’t complete graduation requirements
- Send home senior credit deficiency letters, make contact with parents
- National Merit Special Scholarship applications, letters of recommendation, and counselor forms submitted

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# December 2017

## Notes:

ISTEP/ECA retests  
December 4-15

SUN	MON	TUE	WED	THU	FRI	SAT
					1 ACC Meeting for Sophomores- Auditorium in PTE Open Senior Failure	2
3	4	5 ACC Counselor Meeting	6	7	8	9
10	11	12	13	14 De-Stress Fest	15 De-Stress Fest	16
17	18	19	20 Middle School Counselor Meeting	21	22 Teacher Record Day	23 Winter Break
24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break
31 Winter Break						

# January 2018

## **All Students**

- Finalize all Skyward scheduling
- Finalize first semester transcripts, run GPA utility
- Run Honor Roll report and give to website
- Meet with first semester failures
- Complete 2<sup>nd</sup> semester schedule changes
- Schedule college rep visits

## **Juniors**

- Meet with 21<sup>st</sup> Century Junior Scholars to complete required activities, discuss college visits, taking ACT/SAT
- Open and collect Career Center application, counselors complete their part

## **Seniors**

- Send mid-year college application reports and transcripts to colleges
- Juniors & Seniors to lab to search for scholarships
- Open and collect Career Center application, counselors complete their part
- Dollars for Scholars applications open, complete counselor portion of applications, download and attach transcripts

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# January 2018

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Winter Break	2 Winter Break	3 Winter Break	4 Winter Break	5 Winter Break	6 Winter Break
7 Winter Break	8 1st Day Back to School	9	10	11	12 Open Junior Scheduling Junior Class Meeting Individual Transcript Meetings & Scheduling	13
14	15 Martin Luther King Day	16	17	18	19 Work-Based Learning Info for Juniors during PTE	20
21	22	23	24 Private School Meeting Early Awareness College Prep (InVest Indiana) 5:00- LGI 8th Grade Parent Info Night 6:00 pm	25	26	27
28	29	30 Parent Dual Credit/AP Meeting	31			

# February 2018

## **All Students**

- Open AP testing payment through school store
- Track and receipt all AP Payments
- Career Center Open House
- Prepare and release list of Summer Programs
- Meet with 21<sup>st</sup> Century Scholars that are missing any of the required activities to complete those activities
- Schedule college rep visits

## **Freshmen**

- RTI meetings with parents

## **Sophmores**

- RTI meetings with parents

## **Juniors**

- Collect and complete counselor portion of Career Center applications
- State of Indiana Accuplacer testing Part 2
- Nomination process for Boy's and Girl's State

## **Seniors**

- Commencement Speech Committee Meetings
- Jim and Betty Dye Scholarship
- Collect and complete counselor portion of Career Center applications
- Dollars for Scholars applications, complete counselor portion of applications, download and attach transcripts
- State of Indiana Accuplacer testing Part 2

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# February 2018

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4 PE/Pool Lottery Closed @ 9:00pm	5 Enter Students PE/Pool into Schedule	6	7 Parents Informed of Lottery Results	8	9 Sophomore Class Meeting  Skyward Open for Sophomore Scheduling	10
11	12	13 Freshmen Class Meeting  Skyward Open for 8th Grade & Freshmen Scheduling	14	15	16 PTE Scheduling Assistance	17
18	19 President's Day	20	21 PTE Scheduling Assistance	22	23 PTE Scheduling Assistance  PE/Pool Payments Due	24
25	26	27 PTE Scheduling Assistance	28			

# March 2018

## **All Students**

- Meet with 3<sup>rd</sup> quarter failures
- Finish online scheduling with students
- Double-check quality of individual requests
- Schedule college rep. visits

## **Seniors**

- Commencement Speech meeting with students

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# March 2018

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4 Clean Up Schedules	5 Clean Up Schedules	6 Clean Up Schedules	7 Clean Up Schedules	8 Clean Up Schedules	9 Clean Up Schedules	10 Clean Up Schedules
11 Clean Up Schedules	12 Close Scheduling  Start Master Scheduling	13	14	15 College-Bound Parent Meeting (any grade) 6:00 pm LGI Senior Honors Selection Committee Meeting	16	17
18	19	20 Senior Graduation Information Meeting during PTE	21 Begin Final Senior Meetings	22	23	24
25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30 Spring Break	31 Spring Break

# April 2018

## **All Students**

- Begin work on cleaning up schedules, meet with students with conflicts, and balance classes.
- AP Testing coordination
- Meet with 21st Century Scholars that have not completed activities

## **Seniors**

- Complete Grad Surveys with post-HS plans
- Release second semester Senior Failure Google doc
- Complete graduation surveys
- Collect scholarship info

## **Monthly**

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# April 2018

## Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
1 Spring Break	2 Spring Break	3	4 Finalizing Financial Aide 6:00 pm	5 Academic Letter Winner Banquet	6	7
8 Master Schedule Completed	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Senior Scholarship Breakfast	28
29	30					

# May 2018

## **All Students**

- Finalize schedule changes for next year
- Release courses received for next year to student and parents
- Create and release a parent approval survey on Skyward for courses
- Check for failures (all grade levels) to put those classes in those student schedules for next year and/or create a summer plan for recovering those credits
- Approve enrollments and check transcripts for Indiana Online Academy enrollments
- Help with ECA, ISTEP testing
- AP Testing coordination
- Begin ISTEP and ECA waiver process for students not passing one or both graduation qualifying exams

## **Seniors**

- Order Senior Plaques and Awards
- Finish final individual senior transcript checks
- Meet with all senior failures to create plan toward graduation
- Check senior grades for completion of credits
- Graduation meeting

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# May 2018

Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5 Grand March/ Prom
6	7	8	9	10	11	12
13	14	15	16	17 Senior Honor Night	18	19
				De-Stress Fest	De-Stress Fest	
20	21	22	23	24 Last Student Day	25 Last Teacher Day	26
27	28	29	30	31		

# June 2018

## **All Students**

- Grades Due – Make plans for students with failures
- Hand-enter all Dual Credit information
- Finalize all ECA/ISTEP Waivers
- Approve all grade changes after grades are due
- Finalize transcripts, run GPA Utility
- Change schedules for students with failures
- Add grade/credit labels, add transcripts to all files
- Move all files to next grade level
- Approve enrollments and check transcripts for Indiana Online Academy enrollments
- Change next year's schedule for students not completing 20% of IOA course by June 20<sup>th</sup>
- Continue to balance classes for next year based on schedule changes
- New student enrollments

## **Freshmen**

- Receive approximately 45 boxes of files from the middle schools and organize

## **Seniors**

- Send FINAL transcripts to colleges requested in Senior Grad Survey
- Pink Card any seniors that did not complete graduation requirements
- Finalize Grad lists
- Prepare diplomas for distribution
- Hold diploma distribution days mid-June
- Certify graduating senior files with grad date, GPA, and principal signature
- Move graduating senior files to archives

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# June 2018

## Notes:

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Begin Registration for 2018-19	2 SAT National Test
3 Graduation	4	5 Start Summer School	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Finalize Dual Credit Rosters for PNW & IUN	26	27	28	29	30