

## PHARR-SAN JUAN-ALAMO ISD 2017-2018 Secondary Counselor Timeline



PHARR-SAN JUAN-ALAMO ISD  
*Office of College Readiness*

Month	Activity	Lead	Date Completed
<b>August</b>			
Week 1 Aug 7-11	Counselor Contract Starts August 7, 2017		
	Degree Audits & Advisement: 12 <sup>th</sup> Grade (2 days)		
	Degree Audits & Advisement: 11 <sup>th</sup> Grade (2 Days)		
	Degree Audits & Advisement: 10 <sup>th</sup> Grade (1 Day)		
	Degree Audits & Advisement: Make Ups (1 Day)		
	Assist Students with applytx.org as needed/call out		
	STC Registration/Scheduling for summer TSI passers		
	Official College Transcripts: Request from students/call out		
Week 2 Aug 14-18	Fall STC Rosters Due		
	Credit Checks 9th-12th Grade		
	Scheduling EOC- Summer Results		
	Scheduling Holes/Corrections		
	Create/Update Student Academic Information List by grade level		
Week 3 Aug 21-25	504 Accommodations Distribution to teachers		
	Registration: parents/students signatures and schedules		
Week 4 Aug 28-Sept 1	First Week of School		
	Scheduling: New Entries/Re-Entries		
	STC- First Day of Class August 28, 2017		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
	LUCHA: Request Transcript Analysis/Verify Transfer Grades		
	ARD's		
	504's		
	Student Counseling		
	Review/Update STC & UTRGV Grades		
	LPAC: 20 Day Review (Office Shut Down)		

	LPAC: M1/M2 (Office Shut Down)		
	Credit Recovery Drives		
	Homework Request for Students		
	Discipline Hearing Letters		
	FAS Lessons Modeled to Staff Once a 6 Weeks		
<b>September</b>			
Week 1 Sept 4-8	Review Schedule Change Requests/Corrections		
	Open House: Meet the Teacher/Staff		
Week 2 Sept 11-15	Review Schedule Change Requests/Corrections		
	Fall Senior Interview Mail Out (2 Weeks)		
	Senior Orientation Assembly- Grad Plan Requirements		
	Degree Audits & Advisement: Fall Associate Candidates Verification-12th (2 Weeks)		
	Update Distinguished Level of Achievement with Collegiate Honors (DLACH) List		
	STC-Census Day is September 13, 2017		
Week 3 Sept 18-22	Fall Senior Interview Mail Out (2 Weeks)		
	Degree Audits & Advisement: Fall Associate Candidates Verification-12th (2 Weeks)		
	Update DLACH List		
Week 4 Sept 25-29	Start Preliminary Fall Rank- Manually		
	LPAC: beginning of the year LPAC- 20 Day		
	LPAC: M1/M2		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
	LUCHA: Request Transcript Analysis/Verify Transfer Grades		
	ARD's		
	504's		
	Student Counseling		
	Review/Update STC & UTRGV Grades		
	LPAC: 20 Day Review (Office Shut Down)		
	LPAC: M1/M2 (Office Shut Down)		
	Credit Recovery Drives		
	Homework Request for Students		
	Discipline Hearing Letters		
	FAS Lessons Modeled to Staff Once a 6 Weeks		
<b>October</b>			
Week 1 Oct 2-6	Continue with Preliminary Fall Rank - Manually		

	Degree Audits & Advisement: Associate Candidates Verification- 11th		
	PSAT Pre-Assessment		
	Order Credit By Exam Materials		
Week 2 Oct 9-13	STAFF DEVELOPMENT- (October 9, 2017)		
	Counselor Verification of Preliminary Fall Rank - Manually		
	PSAT TESTING (October 11, 2017)		
	UTRGV- Recruitment Presentation		
Week 3 Oct 16-20	Release Fall Preliminary Rank		
	CATE Coding		
	At Risk		
	Grade Level Changes for Snap Shot		
	TAKS Re-Testing		
Week 4 Oct 24-27	Degree Audits & Advisement: Associate Candidates Verification- 10th		
	Degree Audits & Advisement: Associate Candidates Verification- 9th		
	PSJA ISD College Night@ Bogus Event Center		
Week 5 Oct 30-Nov 3	Degree Audits & Advisement: Associate Candidates Spring Schedule Review- 12th		
	ASPIRE Pre-Assessment		
	LPAC Linguistic Accommodations Due		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
	LUCHA: Request Transcript Analysis/Verify Transfer Grades		
	ARD's		
	504's		
	Student Counseling		
	Review/Update STC & UTRGV Grades		
	LPAC: 20 Day Review (Office Shut Down)		
	LPAC: M1/M2 (Office Shut Down)		
	Credit Recovery Drives		
	Homework Request for Students		
	Discipline Hearing Letters		
	FAS Lessons Modeled to Staff Once a 6 Weeks		
<b>November</b>			
Week 1 Nov 6-10	ASPIRE- (Window 10/9/17 to 12/1/17)		
	STC- Last day to W/D is November 17, 2017		
	Junior Orientation Assembly- Grad Plan Requirements		

	Cap & Gown Presentations- 12 <sup>th</sup>		
Week 2 Nov 13-17	STC Academies Presentations-Recruitment		
	Parent Grade Level Meetings- 9 <sup>th</sup> -11 <sup>th</sup> grade (Evening)		
	Credit By Exam Testing (Tentative)		
	Parent Grade Level Meetings- 12 <sup>th</sup> grade (Evening)		
Week 3 Nov 20-24	THANKSGIVING BREAK!		
Week 4 Nov 27-Dec 1	CTE Showcase- Middle School Kids Visit Designated High Schools		
	Middle School Pre-Registration (2 Days Scheduled by MS)		
	Middle School Pre-Registration Make Up Day		
	Assist with Middle School PGP Parent Meetings		
	Head of The Class- Start Nomination Process		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
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	LPAC: 20 Day Review (Office Shut Down)		
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	Homework Request for Students		
	Discipline Hearing Letters		
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<b>December</b>			
Week 1 Dec 4-8	STAAR Testing (12/4/17 to 12/8/17)		
	TSI Testing Drives		
	STC Applications Drives- 9 <sup>th</sup> & 10 <sup>th</sup> Grade/Scheduling		
	STC- Review Spring Exemptions Report		
	College/Scholarship Recommendation Letters		
Week 2 Dec 11-15	STC- Application Drives- 9 <sup>th</sup> & 10 <sup>th</sup> Grade/Scheduling		
	Credit Recovery Drive: for repeaters		
	Girls/Boys State Recruitment		
	College/Scholarship Recommendation Letters		
Week 3 Dec 18-22	Middle School Pre-Registration- Input Pre-Registration Cards		
	College/Scholarship Recommendation Letters		

Week 4 Dec 25-29	Christmas Vacation (12/22/17 to 1/5/2018)		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
	LUCHA: Request Transcript Analysis/Verify Transfer Grades		
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	Homework Request for Students		
	Discipline Hearing Letters		
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<b>January</b>			
Week 1 Jan 1-5	Christmas Vacation		
Week 2 Jan 8-12	STAFF DEVELOPMENT- (January 8, 2018)		
	Scheduling: New Entries/Re-Entries/Corrections		
	Request DLACH Banquet Quotes		
	Start DLACH Banquet Program		
	Start Graduation Program/Request Layout from Central Office		
	Top 10% Lunch- Quotes/Reservations		
Week 3 Jan 15-19	Credit Checks Fall Updates 9-12 Grade		
	Create Summer School Credit Recovery List		
	Update Student Academic Information List by grade level		
	Update DLACH Banquet List (Use STC Fall Grades)		
	STC- First Day of Class (January 16, 2018)		
	Tech Prep Scholar List- Create		
	Texas Scholar List- Create		
Week 4 Jan 22-26	Spring Senior Interview Mail Out (2 Weeks)		
	Degree Audits & Advisement: Spring Associate Candidates Verification-12th (2 Weeks)		
	Head of The Class Nomination Selection/Event/Host Possibility		
	STC-Census Day is January 31, 2018		
Week 5 Jan 29-Feb 2	Pre-Registration Orientations: Grad Plans/Military Academies (All Week)		
	Select Guest Speaker/Request Information for DLACH Program		

	Order DLACH Stoles		
	Spring Senior Interview Mail Out (2 Weeks)		
	Degree Audits & Advisement: Spring Associate Candidates Verification-12th (2 Weeks)		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
	LUCHA: Request Transcript Analysis/Verify Transfer Grades		
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	Homework Request for Students		
	Discipline Hearing Letters		
	FAS Lessons Modeled to Staff Once a 6 Weeks		
<b>February</b>			
Week 1 Feb 5-9	NO SCHOOL- (February 5, 2018)		
	<b>COUNSELOR APPRECIATION WEEK!!! (2/5/18 to 2/9/18)</b>		
	Pre-Registration- 11th		
	Pre-Registration Card Inputting		
	Credit Recovery Drive		
Week 2 Feb 12-16	Pre-Registration- 10th		
	Pre-Registration Card Inputting		
	Order Credit By Exams (Tentative)		
	STC- PSJA ISD Summer Registration- Saturday (2 Days)		
Week 3 Feb 19-23	Pre-Registration- 9th		
	Pre-Registration Card Inputting		
	STC- PSJA ISD Summer Registration- Saturday (2 Days)		
Week 4 Feb 26-Mar 2	Pre-Registration- Make Up Day		
	Make Up Pre-Registration Card Inputting- 9th-11th		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
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<b>March</b>			
Week 1 Mar 5-9	STAAR Testing (3/5/18 to 3/8/18)		
	Review Senior Report Cards for Credit Recovery Update		
Week 2 Mar 12-16	SPRING BREAK! (3/12/18 to 3/16/18)		
Week 3 Mar 19-23	STC Graduation Registration- Assist Students		
	Start DLACH Banquet Invitations		
	Degree Audits & Advisement: Associate Candidates Verification- 11th		
Week 4 Mar 26-30	LEP Special Provisions		
	Degree Audits & Advisement: Associate Candidates Verification- 10th		
	EASTER BREAK! (March 30, 2018)		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
	LUCHA: Request Transcript Analysis/Verify Transfer Grades		
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	Discipline Hearing Letters		
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<b>April</b>			
Week 1 Apr 2-6	STAAR Testing (4/3/18 to 4/6/18)		
	Start working on Graduation Program		
Week 2 Apr 9-13	Last Day to Submit College Transcripts for Final Rank (April 13, 2018)		
	Degree Audits & Advisement:		

	Associate Candidates Verification- 9th		
Week 3 Apr 16-20	STC- Last day to W/D (April 16, 2018)		
	Review Senior Report Cards for Final Rank (MP5- 4/18/18)		
	Start DLACH Banquet Program		
Week 4 Apr 23-27	Start Final Rank- Manually		
	Final Rank- Student Verification		
	AP Pre-Assessment (2 Weeks)		
Week 5 Apr 30-May 4	Senior Rank- Release		
	Seniors Top 10 Billboard Pictures		
	Valley Proud- Submit Names/Order Tickets		
	AP Pre-Assessment (2 Weeks)		
	Tentative Credit By Exam Week		
	Graduation ARD's		
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<b>May</b>			
Week 1 May 7-11	Graduation ARD's Continue		
	Finalize Summer School Credit Recovery List		
	DLACH Banquet/Awards Night/Top 10% Lunch		
	AP Testing (2 Weeks)		
	STAAR Testing		
Week 2 May 14-18	Graduation ARD's Continue		
	Finalize Graduation Program		
	DLACH Banquet/Awards Night/Top 10% Lunch		
	AP Testing (2 Weeks)		



Week 3 May 21-25	Senior Meeting: Check Out Information/Graduation Information/Practice		
	Graduation (May 26, 2018)		
Week 4 May 28-June 1	LPAC- End of the Year Reports		
	Parent/Student Conferences: Credits/Grades/Summer School/TSI/Dual Credits		
	Continue to Verify Course Requests 2018		
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<b>June</b>			
Week 1 June 4-8	STC- First Day Class for Summer I (June 4, 2018)		
	STC- Census Day (June 7, 2018)		
	End of Year LPAC Reports		
	Deadline to Order PSAT Materials (Verify with College Board)		
	STC- Summer School Dual Enrollment Verification		
	Parent/Student Conferences: Credits/Grades/Summer School/TSI/Dual Credits		
Week 2 June 11-15	End of Year LPAC Check Out @ Bilingual Office		
	End of Year 504 Check Out		
	Turn In Senior Binder/Ledger to Registrar		
	Continue to Verify Course Requests 2018		
	Parent/Student Conferences: Credits/Grades/Summer School/TSI/Dual Credits		
	Counselors Last Day June 15, 2018		
<b>ON GOING</b>	Scheduling: review schedules/new entries/re-entries		
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