



Working with Large Caseloads

How to Survive as a California Counselor



Working with Large Caseloads



Giving Students the Services they Deserve

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**Examine Your Impact
as a Counselor**



Put Your Mission and Vision Into Action



Pipeline Steps Reduces Income Gap

1. Creating aspiration about college and understanding the doors it opens
2. Taking the appropriate curriculum and staying on track
3. Preparing for and taking college entrance exams
4. Applying to college

Q: What do college preparation and college attendance look like at your school?



Nine Principles of the College Culture

Table 1. Nine critical principles of a college culture.

<u>College Talk</u> Clear, ongoing communication among students, teachers, administrators, and families about what it takes to get to college.	<u>Clear Expectations</u> Explicit, clearly-defined goals, communicated in ways that make them part of the culture of the school.	<u>Information & Resources</u> Comprehensive, up-to-date college information and resources, easily accessible by all students, families, and school personnel.
<u>Comprehensive Counseling Model</u> View of counseling that makes all student interactions with counseling staff opportunities for college counseling.	<u>Testing & Curriculum</u> Information about and access to “gate keeping” tests (PSAT, SAT, ACT) and courses (college prep courses, AP, etc.) for all students.	<u>Faculty Involvement</u> Informed, active participation from school faculty in the creation and maintenance of a college-going culture.
<u>Family Involvement</u> Meaningful engagement on the part of family members in the process of building a college-going culture.	<u>College Partnerships</u> Active links in a variety of forms between the school and local colleges and universities.	<u>Articulation</u> Ongoing coordination between counselors and teachers among all schools in a feeder group.

Source: McClafferty and McDonough, 2002.

Ensuring that ALL Students are Prepared for College & Career

All Students

Are prepared for a full range of post-secondary options through structural, motivational, and experiential college preparatory opportunities



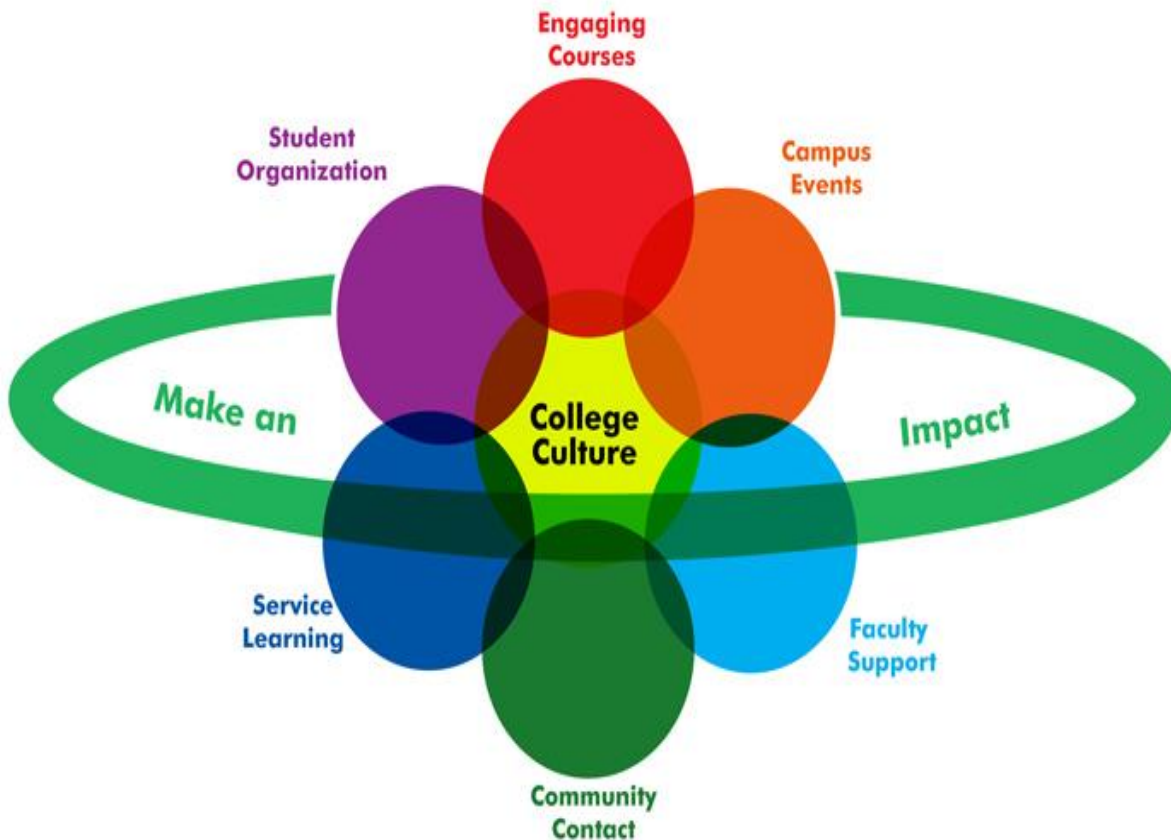
Creating a College-Going Culture

- Research tells us that having college plans by tenth grade increases the likelihood of attending by 21%.
- Academic preparation for college is more important than socioeconomic status in college enrollment.



How can counselors translate students' aspirations into college attendance?

Building the Culture Requires a Team



➤ **People**

➤ **Programs**

➤ **Promotions**

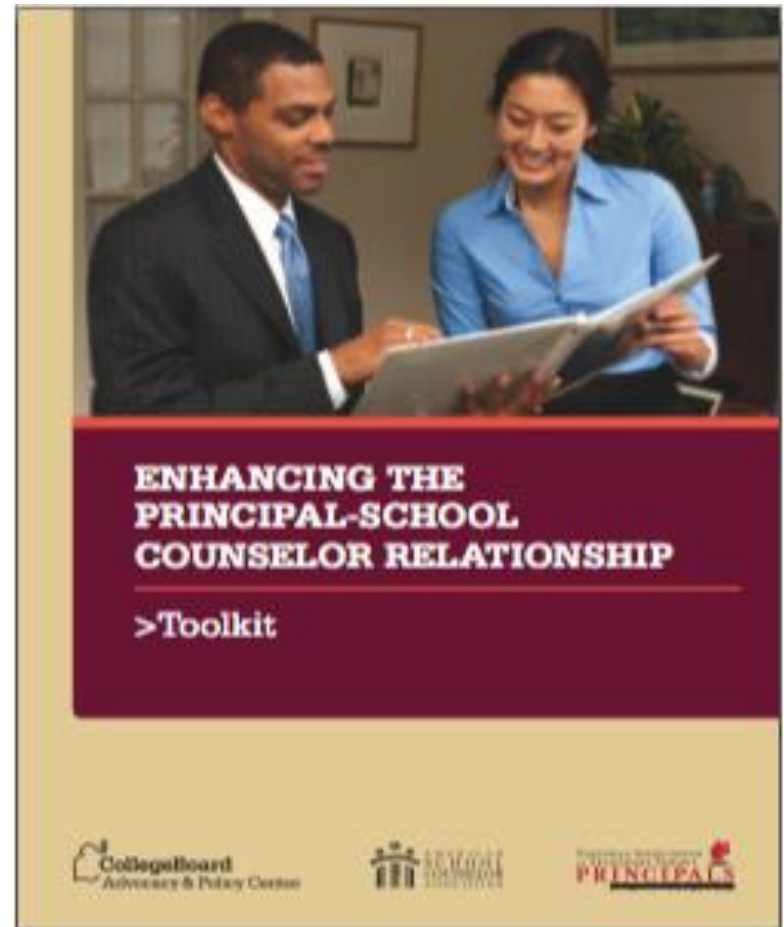
Use People to Promote the Message



- College Peer Counselors help run College Center
- Faculty Reinforce Activities
- Administrators Speak at Meetings
- Parents attend Academic Booster Club meetings
- Develop Principal-Counselor relationship

Relationship with Principal is Critical

- Principal's Speech
- Principal Quotes
- Counseling Department Action Plan linked to School Improvement Plan
- Secure Administrative Support



Offer Programs for Students and Parents



- Programs Targeted for Every Grade Level
- Getting Started – 9th and 10th Graders
- Just for Juniors
- Cash for College – Seniors
- College Night

Promoting the College Message

- **Overarching Principle:**
- Provide a balance between high-quality mass communication, and high-quality personal communication



Maximize every Counseling Session



Comprehensive Counseling Model

View of counseling that makes all student interactions with counseling staff opportunities for college counseling

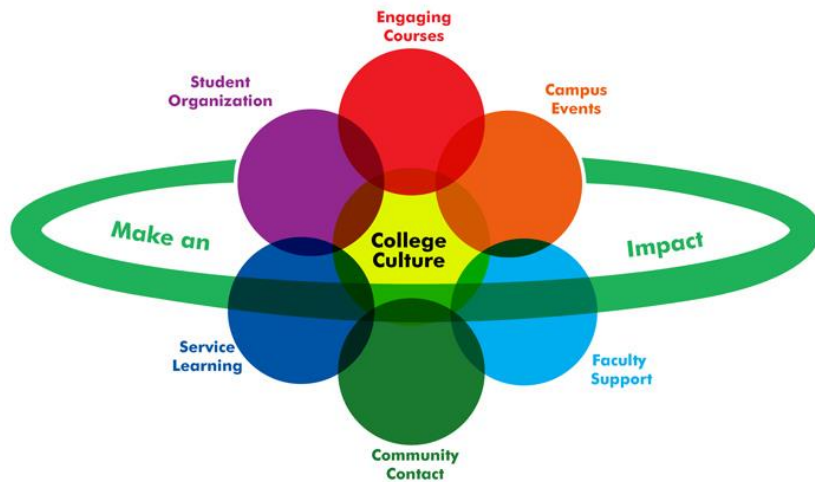
Communication is Constant – and Varied



- Parent Media Adviser
- Cable TV
- Local Media
- Website
- Goes to College List
- PSAT in the Potty



Building the Culture Requires a Team



➤ People

➤ Programs

➤ Promotions

➤ Create the College-Going Culture

Results: More Effective and Sustainable Counseling



Common Core State Standards Design

- Focused, coherent, rigorous
 - Internationally benchmarked
 - Evidence and research based
 - Linked to College and Career readiness *
- * Ready for first-year, credit bearing, postsecondary coursework



Common Core State Standards Challenge

How do we get from here...

...to here?

**Common Core
State Standards
specify K-12
expectations for
college and
career readiness**



**All students
leave high school
college and career
ready**

...and what can
Counselors do to help?

Counselors as Experts for the Cure

- Curriculum
- Assessment
- College and Career Readiness
- Data-Driven Practice

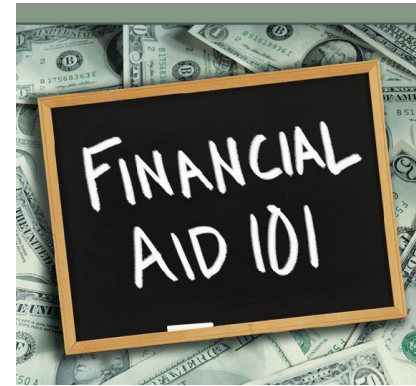


Local Control Budget Overlaps CC

- SB 1458 passed in 2012
-Senator Steinberg
- Test results will constitute no more than 60% of the value of a secondary school
- Measures graduation rates and college-going rates – 40%
- From API – EQI – Equity Quality Index



Shift: Performance to Outcome



Join The Club!
File the
FAFSA ...
get money for college!

THIS CAN HELP YOU PAY FOR SCHOOL.

FILING THE
FAFSA IS ALWAYS
FREE!

I Filed the FAFSA
FREE APPLICATION FOR
FEDERAL STUDENT AID

PHeaa
Postsecondary Health Education Assistance System
Visit PHeaa.org/FAFSA Today

Key Shift – from High School Completion to College Graduation



Results: More Effective and Sustainable Counseling



Action Plans Focused on Student Success



SEQUOIA HIGH SCHOOL

- **COMPREHENSIVE IB HIGH SCHOOL: 2000 + students:**
 - **58% Latino**
 - **30% Caucasian**
- **We wanted to create a strong college-going culture for all of our students.**
- **DISTRICT DIRECTIONS LEAD THE WAY**

DATA FIRST

- ➔ **DISTRICT DIRECTIONS TAUGHT US THE POWER AND ROLE OF DATA:**
- ➔ **We needed to understand through empirical data facts about our student body and areas we wanted to target**

CHOOSING AN ACTION PLAN

➤ Looked at Data:

➤ 58% Latinos in senior graduating class

➤ 12.9% applied to UC's

➤ Looked for realistic measurable changes

➤ We chose to start with an easy sub group.

OUR GOAL

➔ **Increase the number of under represented students applying to UC's from 12.9% to 17% the 1st year and 25% the 2nd.**

THINK BIG, WIDE & STRATEGICALLY

We needed to become more intentional, organized and lead!

- Work collaborately with the programs that existed**
- Unify our efforts to help our students meet our common goals.**

START AT THE TOP!

- **We created an Action Plan that we presented to our Principal and Instructional Vice Principal.**
- **They loved it and supported it!**

ACTION PLAN FOR SEQUOIA HIGH SCHOOL

BASELINE DATA:

Number of Latino students accepted to CSU is proportionate to the Latino general population at Sequoia High School. However, the number of Latino students accepted into the UC's is not representative of the general population of Latino students.



GOAL STATEMENT:

Increase the number of under-represented students accepted to the UC campuses and competitive private colleges and universities by doing the following: 1. Raise student awareness of the importance of and participation in community service and leadership activities. 2. Teach students how to better utilize the personal statement section in order to present themselves in their best light.

Impact of Levels of Interventions and School Counselor's Role:

Individual Level	Increase students' understanding of connection between course subjects, careers and majors. Increase use of Naviance by students to encourage college preparedness. Increase the number of personal statements read.*
Group Level	Collab w/ Eng. Dep, Academies, Dream club, BUILD, AVID re. working together to help students understand sustained commitment of leadership positions & working up to it. (Counselors are program based)
Classroom Level and Grade Level Support	Request Faculty to: Invite professionals to speak about their career & its connection w/ course subject & major. Reinforce information from Naviance's weekly emails. Ie., putting up-coming meetings on the board. Connect A-G to subject area. Connect grades to scholarships and grants. Encourage students to commit early to community service(connect to scholarships), extra curricular activities and leadership opportunities. Encourage sustain commitment. See Four Year Plan hand-out. Naviance grade level activities.
School-wide Level	Present statistics & concerns 1st to principal & administration, later to faculty. Share what we want to change, why it's need it & plan to make it happen. Show how we will measure success.
Family Level	Hold College Information Meetings for parents at each grade level & present at ELAC, Dream Club, etc. Share w/ them information and tools to help student w/ early, consistent and intentional preparation for college admission.
Community Level	Talk w/ feeder schools and present to middle school parents about how to help create a college going mentality in students by encouraging college awareness, Invite outside agencies to come talk re. extra curricular activities. et



RESULTS/OUTCOME STATEMENT:

We will see a significant increase of Latino students applying and attending UC and private universities. We hope to see a growth from the present 12.9% to 17% in the first year of implementation and to 25% in the second year.



*Form a committee of faculty from various subjects/programs and train them on how to read personal statements. Use case studies to train them.

SHARE THE VISION AND THE MISSION

➤ **Presentation to teachers about how working in collaboration they could reinforce key information:**

- **Connect a- g to their subject**
- **Invite speakers to speak about professions related to the field they teach**
- **Post important dates, events, deadlines**
 - **College counselor sends weekly emails to students at each grade level and to teachers regarding what to emphasize.**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
<p>Understand</p> <ul style="list-style-type: none"> • Post secondary options with strong emphasis on college systems • What it takes to prepare for admission <ul style="list-style-type: none"> ○ Knowing Self <ul style="list-style-type: none"> ▪ Abilities ▪ Skills ▪ Personality type ○ Goal Setting ○ A-G ○ Com. Service ○ Leadership skills ○ Extra curricular ○ Sports ○ Sustained commitment • Financial Need <ul style="list-style-type: none"> ○ Connection between grades and receiving aid. ○ AB 540/Dream Act <p>To accomplish this we will use Naviance:</p> <ul style="list-style-type: none"> • Careers <ul style="list-style-type: none"> ○ Cluster Finder • Courses <ul style="list-style-type: none"> ○ 4-Year Plan • About Me <ul style="list-style-type: none"> ○ Goals, journaling • My Planner <ul style="list-style-type: none"> ○ Tasks to complete in 9th grade w/deadlines ○ Pre & Post Survey • College Board <ul style="list-style-type: none"> ○ Big Future <ul style="list-style-type: none"> ▪ Know Yourself <p>Measure success through a pre & post survey</p>	<p>Understand</p> <ul style="list-style-type: none"> • College Language • Systems of higher education • Importance of early college search and documenting • College entrance exams • CAHSEE-more than an exit test • Difference bet. Careers and majors • Financial aide and how it works: <ul style="list-style-type: none"> ○ AB 540/130/131 ○ What they do may help them get scholarships, etc <ul style="list-style-type: none"> ▪ Grades ▪ Activities ▪ Sports ▪ Talents <p>Go deeper with</p> <ul style="list-style-type: none"> • Self knowledge • A-G • Extra curricular/sports • Leadership • Community service • Summer programs • Taking courses at comm. col. • PSAT results- meaning • Building a resume • Journaling <p>To accomplish this we will use:</p> <ul style="list-style-type: none"> • Naviance <ul style="list-style-type: none"> ○ Reality Check • California Career Zone • College Board <ul style="list-style-type: none"> ○ Big Future ○ My College Quick Start • CSU Mentor <p>Measure success through a pre & post survey</p>	<p>Go deeper with:</p> <ul style="list-style-type: none"> • Exploring colleges of choice in greater detail <ul style="list-style-type: none"> ○ How to choose a campus ○ Attend college fairs ○ Make college visits ○ Meet w/college Reps • Completing A-G check list <ul style="list-style-type: none"> ○ Make-up D's & F's ○ Taking courses at Comm. college • College Placement Exams: EAP • Considering appropriateness of Early Action/Decision • Writing a personal statement • Updating resume • Preparing for SAT/ACT • Taking the PSAT/SAT/ACT/AP/IB • Sustaining commitment with <ul style="list-style-type: none"> ○ Extra curricular activities ○ Community service ○ Leadership • Learning about financial aid: <ul style="list-style-type: none"> ○ Explore scholarship opportunities ○ AB 540/Dream ACT ○ What is the FAFSA <ul style="list-style-type: none"> ▪ Grades help <p>To accomplish this we will use:</p> <ul style="list-style-type: none"> • Individual meetings with counselors • Workshops • Naviance – Various tabs <ul style="list-style-type: none"> ○ Personality Profile • College Board – Various sites • CSU Mentor • Common Application • College Reps visits • Essay writing workshops • UC statement workshops <p>Measure success we will do a Pre and Post survey</p>	<p>Go Deeper with:</p> <ul style="list-style-type: none"> • Final list of colleges & universities to apply • Early Action/Decision • Taking SAT/ACT/AP/IB • Attending application workshops • Attending college meetings • Attending college rep visits • Completing college applications • Meeting deadlines early • Updating Resume • Journaling • Completing personal history survey • Asking for recommendations early • College Placement Exams: <ul style="list-style-type: none"> ○ EAP • Financial Aid: <ul style="list-style-type: none"> ○ Attend workshops ○ Apply for scholarships ○ Fill out the FAFSA ○ AB 540/Dream Act • In spring semester: <ul style="list-style-type: none"> ○ Senioritis ○ College transition ○ College orientation ○ College survival <p>To accomplish this we will use:</p> <ul style="list-style-type: none"> • College Meetings • Workshops <ul style="list-style-type: none"> ○ Application Process ○ Essay Writing ○ UC Statement ○ Early Action/Decision ○ EAP ○ Financial Aid ○ Transitioning to College ○ College Survival • Individual counselor meetings • Naviance • CSU Mentor • College Representatives <p>Measure success through pre/post survey.</p>

Guidance Department Calendar 2012-2013

	Guidance Counseling	College Counseling	IB Counseling
AUG	Schedule Changes	Mock SAT & ACT on Saturday	
S E P T. - O C T O B E R	<ul style="list-style-type: none"> • Continue w/ schedule changes • Attend IB/College Meetings <ul style="list-style-type: none"> ○ Participate in Q&A w/ parents • Senior Power Point Presentation on: <ul style="list-style-type: none"> ○ Post Secondary Plans, key deadlines and events Senior Year • Hold individual senior meetings – include a senior survey that will drive the individual meeting • Send senior letters home. • Deadline for seniors to Request Early Admissions LORs/SSRs (Oct. 1) • Counselors – Write LOR's • Counselors will attend conferences: <ul style="list-style-type: none"> ○ UC, CSU, NACAC, Private Colleges • Chaperone for College Day: 	<ul style="list-style-type: none"> • (2nd Wk in Sept.) Meet w/ seniors in Social Studies Classes – CSU Mentor, UC or Community College Application • Work with Naviance on resume update • PSAT Presentation in 10th and 11th grade classes • Meet with seniors applying EA/ED going over essays before and after school • Grade Level Evening College Information Meetings-starting second week in Sept. • Arrange College Rep Visits to Sequoia • Meet with seniors applying to Private colleges and go over with them process and procedures to request SSR and LOR. • Coordinate administration of PSAT • Submit through Naviance LORs for teachers 	<ul style="list-style-type: none"> • Register students for IB Exams (In class) • Senior IB Diploma Meeting (5:30p) for parents in conjunction with grade level College Night Meeting at 6:30 p.m. • Junior IB Diploma Meeting (5:30p) in conjunction with grade level College Night Meeting at 6:30 p.m. • Sophomore Potential Candidates for IB Diploma Meeting (5:30) in conjunction with grade level College Night Meeting at 6:30 p.m. • Freshmen IB/College Night Meeting in conjunction with grade level meeting at 6:30 p.m.
N O V E M B E R - D E C E M B E R	<ul style="list-style-type: none"> • 9th Grade workshops in Social Studies with mobile lab: <ul style="list-style-type: none"> ○ Naviance-intro & Cluster Finder ○ CSU Mentor Intro ○ College Board – Big Future – Know Yourself ○ Pre & post survey at the end of each activity to assess what they learned. • 9th & 10th Grade Parent Night: <ul style="list-style-type: none"> ○ 5 Workshops in English and Spanish • 10th Grade Naviance w/ Terri <ul style="list-style-type: none"> ○ Career Assessment, resume, Reality Check • 11th and 12 grade evening meeting. <ul style="list-style-type: none"> ○ Do quarterly Q&A for parents • Juniors – Power Point Presentation • Submit SSR/LOR for seniors. 	<ul style="list-style-type: none"> • Work with counselors CSU Mentor Intro • 10th Grade Naviance w/ counselors <ul style="list-style-type: none"> ○ Career Assessment ○ Update resume ○ Cal Career Zone <ul style="list-style-type: none"> ▪ Reality Check • Tips to Seniors in English classes regarding <ul style="list-style-type: none"> ○ UC Application & UC Statement • Oct. – January - Submit all teachers' LOR to the universities via Naviance. <ul style="list-style-type: none"> ○ Teachers – let Terri know when LOR's are done so that she can send them • Continue Meeting with Seniors Before and After School regarding college applications and reading essays • Continue arranging college rep visits to Sequoia • Financial Aid Evening 	Complete IB Exam Registration by 11/5

Guidance Department Calendar 2012-2013

	<ul style="list-style-type: none"> ▪ Master Schedule Changes 		
J A N U A R Y	<ul style="list-style-type: none"> ▪ Schedule Changes ▪ Print Senior Semester Grade Report <ul style="list-style-type: none"> ○ Review Grad Status: ○ Meet with Seniors at risk of not graduating ▪ Send letters home for possible non grads (PNG) – credit deficient/NP CAHSEE 	<ul style="list-style-type: none"> ▪ Juniors Computer Lab <ul style="list-style-type: none"> ○ Update CSU Mentor and Naviance ○ Naviance <ul style="list-style-type: none"> ▪ Update Resume ▪ College Search ▪ After-school meetings for FAFSA ▪ Continue to work with seniors & college apps. 	Prepare for IB Examinations
J A N - A P R I L	<ul style="list-style-type: none"> ▪ In-House Registration ▪ Feeder Schools Registrations ▪ Junior Individual Meetings with Counselor ▪ Junior Private Colleges Evening Mtgs. <ul style="list-style-type: none"> ○ With Terri ▪ Create list of Juniors that are a-g eligible, AB540, NCAA, or other college info that could help Terri give them college guidance ▪ Send Junior Grad Status letters home ▪ Freshmen 4 Year Ed Plan 	<ul style="list-style-type: none"> ▪ Community College Evening ▪ UC Admissions Evening before Open House ▪ Junior Private College Evening <ul style="list-style-type: none"> ○ Guidance advisors present SSR and LOR process and deadlines. ▪ Help seniors with FAFSA applications ▪ Hold evening meetings for parents and students regarding FAFSA app. 	Individual Oral Commentaries – pull outs by appointment – student prep in IB office Sophomore IB Diploma CAS meeting (lunch)
M A Y	<ul style="list-style-type: none"> ▪ Parent/Student Meetings with Potential Non-Grads ▪ Communicate w/ teachers of seniors ▪ Master schedule implementation and changes ▪ Senior Potential F List Due ▪ Nova Net /Cyber High Deadline ▪ Cañada Grade Release Due ▪ Teacher Final F List Due 	<ul style="list-style-type: none"> ▪ 9th Grade Computer Lab–Update CSU Mentor And Personality Assessment on Naviance ▪ 10th Grade Computer Lab ▪ Next Steps Evening for Students Going to a Four-Yr College Next Fall ▪ Senior Student/parent Panel Meeting – Lessons learned ▪ AP Exams ▪ Senior Awards Night ▪ Senior Graduation Brochure ▪ Senior Exit Survey 	IB Examinations – the entire month
J U N E	<ul style="list-style-type: none"> ▪ Send Non-Grad Letters ▪ Submit list of Non Grad Seniors and plan for them to meet graduation requirements ▪ Continue to make schedule changes ▪ Wrap up school year ▪ Plan for next year 		

Sequoia High School

CREATING A COLLEGE-GOING CULTURE A COLLABORATIVE EFFORT

GOAL	Role of Guidance Dept.	Suggested Role of Teacher	Resources Needed
Students will know and understand A-G requirements	<ul style="list-style-type: none"> Will teach students what are the A-G via Power Points and Naviance 	<ul style="list-style-type: none"> Talk w/ students about the A- G related to your course and its relevance. 	Every room needs A-G Poster
Students will understand the value of grades	<ul style="list-style-type: none"> Through yearly PP will address grades and GPA and their connection to college admission and scholarships 	<ul style="list-style-type: none"> Help remind and affirm the connection between grades, college admission and scholarship opportunities 	
Increase use of Naviance by students to encourage college preparedness.	<ul style="list-style-type: none"> Train students at every grade level on various uses of Naviance Send weekly emails to students via Naviance Use Naviance for all communication between Guidance, students & parents 	<ul style="list-style-type: none"> Encourage students to read weekly emails they receive through Naviance. Post up coming events <ul style="list-style-type: none"> Evening Meetings College rep speakers Testing dates <ul style="list-style-type: none"> PSAT/SAT/ACT/IB/AP College Placement Exams 	
Increase students' understanding of connection between course subjects, careers and majors.	<ul style="list-style-type: none"> Hold workshops with students at every grade level and have them do various career assessments, search for majors, college searches 	<ul style="list-style-type: none"> Invite one speaker per year, whose profession is connected to your subject area. Have speaker speak about the relationship between his/her career, his major and your subject area 	Need help finding speakers
Increase the number of personal statements read	<ul style="list-style-type: none"> Hold trainings for juniors and seniors on how to write personal statement 	<ul style="list-style-type: none"> Volunteer to be a reader Give assignments that will help students w/personal statement 	
Increase # of students that participate early in community service, extra curricular activities & sustained commitment	<ul style="list-style-type: none"> In yearly PP presentations will address w/ all grade levels importance of this goal and explain value of sustained commitment 	<ul style="list-style-type: none"> Reinforce importance of early commitment to community service & how it can create scholarship opportunities Encourage students to participate in contests/internships in your subject area 	

TECHNOLOGY: OUR BEST FRIEND

➤ Started with Naviance and CSU Mentor

➤ Used to:

- Create connection between course work, careers and majors and College Applications (See 4-Year Plan Chart)
- College Search, Enrichment programs, etc

We now teach students how to use Infinite Campus

Next Year videos! For instruction and direction

PARENTAL GUIDANCE SUGGESTED

- Increased the number of evening presentations for students and parents:
- FALL
 - 9th – 11th grade: College Night
 - 12th grade: UC/CSU, Private Colleges & mandatory meeting for Early Action, Financial Aid

PARENT MEETINGS (Continued)

➤ SPRING

- 9th – 10th grade: Evening Workshops for parents and students: i.e.
 - How to Stand Out in the College Application
 - Introduction to Naviance
 - Academic Planning
 - The College Admission Process
 - Navigating Through High School

PARENT MEETINGS (Continued)

➤ SPRING

➤ 11th grade: Preparing for Private Colleges

➤ 12th grade:

➤ Financial Aid Forms

➤ Community Colleges

➤ Programs, Applications,
Assessment

COLLEGE PLANNING ONE ON ONE

➤ 5, 10, 20 / 9th, 10th, 11th

➤ Naviance group work with 9th graders to create 4-year plans and 10th grade course selection

➤ Met with 10th graders for 10 minutes and 11th graders for 20 minute meetings to about college preparedness and course selection

A NEEDED IMPROVEMENT

➤ 20/20/20

➤ Individual Planning with each student:

➤ With 9th: Used Naviance 4-Year Plan

➤ With 10th & 11th : Used Naviance Career Tab
& College Tab - Super Match

➤ Next Year Video Instruction for 9th!

➤ And for all Presentations!

➤ Software - Camtasia,

➤ Lynda.com

RESULTS

Student Outcome Survey statistics for 2012										
Seniors at the start of school- 435			White		Black		Asian		Hispanic	
Outcome	Total #	% of students	attending	% of students	attending	% of students	attending	% of students	attending	% of students
Responded	342		120		10		18		176	
4 Yr College	168	49.12%	88	73.33%	5	50.00%	11	61.11%	54	30.68%
2 Yr College	152	44.44%	25	20.83%	5	50.00%	6	33.33%	105	59.66%

Student Outcome Survey statistics for 2013										
Seniors at the start of school-472			White		Black		Asian		Hispanic	
Outcome	Total #	% of students	attending	% of students	attending	% of students	attending	% of students	attending	% of students
Responded	398		142		10		26		195	
4 Yr College	206	51.76%	99	69.72%	4	40.00%	19	73.08%	73	37.44%
2 Yr College	157	39.45%	35	24.65%	6	60.00%	9	34.62%	103	52.82%

NAVIANCE GRADS SURVEY



From Graduation Statistics for Latino Students:

2012: 176 Graduates:

- 54 attending 4 Year Colleges: 30.68%
- 105 attending 2 Year Colleges: 59.66%

2013: 195 Graduates:

- 73 attending 4 Year Colleges: 37.44%
- 103 attending 2 Year Colleges: 52.82%

College Board Outcomes: Increase in AP Exams and PSATs

	Before DD - 2011	After DD - 2012
Advanced Placement Tests	1302	1391
PSAT - Sophomores	847	1088
PSAT - Juniors	1053	1324

IMPROVEMENT FOR LATINO STUDENTS

PSAT Test-Takers	Overall District Increase	Overall Increase Hispanic Students
PSAT Sophomores	+ 28.5%	+ 59.4%
PSAT Juniors	+ 25.7%	+ 52%

THANK YOU

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