**AUGUST 2019**

- UPDATE WEBSITE
- SST POST CARD UPDATE

5  COUNSELORS’ FIRST DAY
7  District Counselor Meeting 8AM to 12:30PM
8  HS Counselors – Davis Center 11am-noon
12  Department Meeting @ 1PM
16  ACT registration deadline for 9/14/19 test
16  New student registration begins
19  Non-duty day – FLEX for MEA 10/17
21  Counselors 7:30am-3:30pm
21/22  Full day counselor PD – District
22  Counselors 7:30am-3:30pm
20-30  Teacher Prep/PD Days
29  Picnic and open house @ 4pm -6pm

**SEPTEMBER 2019 Hispanic Heritage month Sept 1-30th**

- Senior Interviews (Graduation, ALC needs/plans, post-secondary/career plans, etc.)
- MLP 9.1 & 9.2 “Welcome to HS & Habits for Success” (Advisory classrooms)
- MLP 10.1 “Beginning of the Year Check-in” MLP 10.2 “Post-Secondary Admissions”
- MLP 11.1 “Beginning of the Year Check-in” MLP 11.3 “Persistence beyond High School”
- **MLP 12.1 “Fall Sr. Meeting”** + October ACT registration? & Senior Planning Survey*
- MLP 12.3 “Financing your plans”

3  First Day of school
3-6  Schedule Change Window
3-13  MLP 9.1 & 9.2 “Welcome to HS & Habits for Success
9-13  **MLP 12.1 “Fall Sr. Meeting”** + October ACT registration & Senior Planning Survey (during advisory)
12  Introduction to Edison Session 1 – High School Mechanics 6pm
14  ACT TEST
16-20  ACT Registration and Edison Scholarship
18  District Counselor Meeting 8AM to 12:30PM
18  Counselors – Davis Center 8am-noon
20  ACT registration deadline for 10/26/19 test
20  HS Chairs – Davis Center 8am-9:30am
26  Senior informational meeting 6pm
30-Oct4  MLP 11.1 “Beginning of the Year Check-in
**OCTOBER 2019 – College Knowledge Month! & FAFSA**

- ACT, Trans PSAT
- CONVOCATION
- Transcripts and Fee Waiver Requests uploaded to SR Naviance Files
- Edison Scholarship Due (usually around the 10th)
- Open house for perspective Families (TBD by District Office)

2/3 National College Fair (Convention Center) 9-12 and 5-8/ 9-12
7-11 12.2 “Applications”
8 Latino Family Involvement day (move to October 8th)
9 **Counselors – Minneapolis College 8am-noon**
9 District Counselor Meeting 8AM to 12:00PM
15 Parent/Teacher Conferences @ (15th 4pm -8pm)
16 Parent/Teacher Conferences @ 10am – 2pm
17/18 PD State Conference – 18th FLEX if worked the 5th of August
21-25 MLP 10.1 “Beginning of the Year Check-in
26 ACT TEST Deadline was 9/20/19
28 REVIEW 10.1 DATA
30 PSAT Test 8AM to 12N
31 1st Quarter ends
31 – Nov 15 Senior credit letters mailed

**NOVEMBER 2019**

1 **U of M Priority Deadline**
1 Teacher Record-Keeping Day
4 **2nd Quarter Begins**
4-8 12.3 “Financing your plans
7 MNACC College Fair @ Edison 9AM to 10:30AM (only 11th and 12th graders)
8 ACT registration deadline for 12/14/19 test (last test the U of M will accept for priority)
11-15 MLP 10.2 “Post-Secondary Admissions In classrooms”
13 **Counselors – MFT 8am-noon**
13 District Counselor Meeting 8AM to 12:00PM
18-22 9th, 10th and 11th grade credit letters mailed
18-22 MLP 11.2 “Career interest inventory”
21 Native American Family involvement Day
27-23 THANKSGIVING HOLIDAY
DECEMBER 2019

2-6  MLP 9.3 “Multiple Intelligences
9-13 MLP 10.3 “Personality Types”
14 ACT TEST deadline was 11/8/19
16 District Counselor Meeting 12PM to 4PM
16 Counselors – MFT Noon- 4pm
16-20 MLP 11.3 “Persistence beyond High School” and MLP 11.4 postsecondary research and planning
23-1/3 HOLIDAY BREAK

JANUARY 2020

- Duel Enrollment presentation to 10th graders
- STEP-UP Application Push
- Somali Families during the day (See Faduma)

1 U of M Regular Deadline
1-3 HOLIDAY BREAK
6 Back to school
10 ACT registration deadline for 02/08/20 test
10 HS Chairs – Davis Center 8am-9:30am
15 District Counselor Meeting 8AM to 12PM
15 Counselors – Augsburg 8am-noon
15 Advanced Academics Night @5:30pm
16 Second Quarter Ends
17 Teacher Record-Keeping Day
13-17 Scheduling for Semester 2 (fix schedules, etc.)
20 Martin Luther King JR. Day
21 3rd Quarter Begins
25 Teacher Prep/PD Day

FEBRUARY 2020 – African American History Month

- Course choice 9-11th grades (TBD)
- GLM 1st through 3rd - MLP 10.5 “Your Electric Identity”
- 9.5 “Identifying SPARKS”
- 11.5 “Financing Plans”
- 12.4 “Life after High School”
8  ACT TEST deadline was 1/10/20
10  African American Family Involvement day
10-14  Senior Credit letters mailed to those students needing credit recovery
12  District Counselor Meeting 8AM to 12PM
12  Counselors -MFT 8am-noon
17  President’s Day (No School)
18  Parent/Teacher Conferences @10am-2pm/4pm – 8pm
28  ACT registration deadline for 4/4/20

MARCH 2020

- Teacher recommendation process outlined (Math, World Languages, ELL, SPED)
- Senior check-ins
- 12th grade MLP make-up
- SBA registrations (credit notes to advisory)
- U of M PSEO deadline 4/1

9-13  MLP 9.5 “Identifying SPARKS”
16 – 20 MLP11.5 “Financing Plans”
18  Counselors -MFT noon- 4pm
18  District Counselor Meeting 8AM to 12PM
24  ACT for All
26  3rd Quarter Ends
27  Teacher Record-Keeping Day
30-4/3 Spring Break!

APRIL 2020

- Information/Process to senior teachers regarding end of the year
- Individual Credit Checks with ALC/Academic Academy students
- All grade course choice selections entered
- Senior Check-in – letters to families of students who may not graduate
- 9th, 10th and 11th letters for families with students who need summer school

1  U of M PSEO deadline
1-3  SPRING BREAK!
4  ACT TEST deadline was 02/28/20
6  4th Quarter Begins
EDISON HIGH SCHOOL COUNSELING CALENDAR 2019/20

15 Counselors – MFT 8am-noon
15 District Counselor Meeting 8AM to 12PM

MAY 2020

- 12.5 MLP Grad approval and checkout
- Parent contact regarding no grad/walking
- MCTC POY deadline
- Summer School registration (ongoing through June)

1 HS Chairs – Davis Center 8am-9:30am
4-8 12.4 “Life after High School & 12.6 Senior Surveys
6 Counselors – UMN 8am-noon
6 District Counselor Meeting 8AM to 12PM
7 Incoming 9th grade registration night 6:00PM (family registration at 5:45)
8 ACT registration deadline for 06/13/20 test
10 Send “F” requests to teachers’ w/process for updates
25 Memorial Day

JUNE 2020

- Senior awards
- Program audit and 2020/21 planning day

4 Graduation
5 Last days for K-11
8-9 Possible Make up days
10 Teacher Record keeping
13 ACT TEST deadline was 05/08/2020
17 Counselors – MFT- 8am-noon
17 District Counselor Meeting 8AM to 12PM
19 ACT registration deadline for 07/18/20 test
24 Last day for counselors

Ongoing Counselor Duties:

- New student Registration
- Counseling Team PD
- Parent Meeting (3x per year)
- Drop/Add student’s schedules
- Academic Team support (Grade level)
- Individual student meetings/counseling
• Parent contacts
• District counselor meetings – Monthly (Generally 2nd Wednesdays)
• Weekly department meetings – Mondays @ 10:30AM
• Referring out to alternative schools
• Credit make-up program sign-ups (Winter Break/Spring Break/Summer School)
• ACT/FAFSA
• Monthly ECAN meetings (Days TBD)
• Scholarship Committee (Counseling represented by Nora)
• MLP
• Send updates for webpages to Web Master
• College prep/registration including: Deadlines/essay writing/scholarships/FAFSA
• Maintain data driven decisions for a Pro-Active counseling model
• Provide Administration with graduation/credit data following 1st and 3rd quarters
• Provide Administration with the F lists quarterly (reports)

Issues or process from last year that need to be operationalized

• Senior “F” process
• Staff recommendations (course choice related)
• Pre-teaching SPED teachers regarding choice process (January)
• Different format meetings (round robin??)
• Choosing classes (course choice)
• Advisory Council - Join Site Council

MISSION: TO PROVIDE A COMPREHENSIVE, DEVELOPMENTAL COUNSELING PROGRAM THAT ADDRESSES THE PERSONAL/SOCIAL, ACADEMIC AND CAREER DEVELOPMENT OF ALL OF OUR STUDENTS.

Additionally, the counseling department works toward the mission/vision of our school:

EDISON MISSION: ALL STUDENTS WILL GRADUATE WITH THE SKILLS NECESSARY TO EXCEL IN THEIR POST SECONDARY ASPIRATIONS.

VISION: THROUGH INNOVATION AND PERSONAL EMPOWERMENT, THE EDISON COMMUNITY WILL PARTNER WITH OUR STUDENTS, IGNITING A DPassion FOR LIFELONG LEARNING, INSTILLING THE IDEALS OF INTERNATIONAL MINDEDNESS, HELPING OUR STUDENTS TO SUCCEED AT EDISON AND BEYOND.