

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**

- 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, LEARING OUR STUDENTS TO SUCCEED AT EDISON AND BEYOND.