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| --- | --- | --- |
| **ASCA National Model Components** | **Yes** | **Comments** |
| **MANAGE** | | |
| **School and/or District Vision and Mission** | | |
| Can articulate how the school counseling program aligns with the school and/or district vision and mission |  |  |
| **Data** | | |
| School improvement plan reviewed to identify school priorities. |  |  |
| School counseling data priorities are identified and align with goals from the school improvement plan and other student data |  |  |
| **Achievement Gap Plans** | | |
| Achievement gap plans written in alignment with ASCA National Model® criteria: end date, multiple descriptors of target group, specific outcome to be changed, baseline and target data. |  |  |
| **Use-of-Time 5-Day Calculator** | | |
| Use-of-time calculator completed at least twice a year. |  |  |
| **Annual Administrator Conference** | | |
| Conference held with administrator who supervises the school counseling program. Template completed and signed by the school counselor and supervising administrator within first two months of school. |  |  |
| **Advisory Council** | | |
| Agendas and minutes completed from at least two meetings (one from first semester and one from second). |  |  |
| **Delivery Plans** | | |
| ASCA Student Standards Delivery Plan detailing classroom lessons and groups aligned with the ASCA Student Standards completed. |  |  |
| Achievement Gap Action Plan aligned with the ASCA Student Standards completed. |  |  |
| **Lesson Plans** | | |
| Lesson plans identifying activities to be delivered, standards to be addressed, to whom activities will be delivered, how they will be delivered and how data will be assessed to determine impact on student outcomes completed. |  |  |
| **Calendars (Annual and Weekly)** | | |
| Highly detailed annual calendar created (includes specific examples with dates and times for major activities) documenting all activities, events and services within the comprehensive school counseling program. |  |  |
| Weekly calendars available for each school counselor. |  |  |
| **DELIVER** | | |
| **Direct Student Services** | | |
| Classroom, large group, small group and individual lessons/activities are delivered and outlined using lesson plans. |  |  |
| Small-group sessions are delivered and outlined using lesson/session plans. |  |  |
| **Indirect Student Services** | | |
| Indirect student services are reflected on weekly calendars. |  |  |
| **ASSESS** | | |
| Achievement Gap Data Report(s) completed. |  |  |
| ASCA School Counselor Professional Standards & Competencies assessment completed. |  |  |
| School Counseling Program Assessment completed. |  |  |
| School Counseling Performance Appraisal is conducted annually. |  |  |
| Program data are shared with education partners. |  |  |