



Rio Rico High School Counseling Department

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How to contact a counselor

Come on by the office! If we are not there, on the phone, or with another student, sign up on the sheet outside of our door. We will call you in.

Email us! We check our emails often. If you have a question, we may be able to answer it via email.

Call us! If you get sent to voice mail, please leave a message so we can get back to you.

FAQ's

How do I get a StudentVue/I am having problems with my StudentVue – See Virginia in the bookstore for StudentVue activations.

Can I get an ACT/SAT fee waiver? Yes, come by any counselor. If we are not there, sign up to see us. Under reason, list ACT/SAT fee waiver.

How do I sign up for the ACT/SAT? Sign up online at www.actstudent.org or www.sat.org

How do I apply to college? Attend an application workshop, or you may also start on your own:

www.arizona.edu, www.asu.edu, www.nau.edu, www.gcu.edu, www.commonapp.org

How can I get a scholarship?

Beginning freshman year, work hard to get good grades, get involved in school, and seek leadership positions.

Sophomore year – take the PSAT

Junior year – take the SAT or ACT

Senior year – Apply to colleges early, finding and applying to scholarships takes time, so consider it a job.

Most will ask for an application, essay, and letters of recommendations.

- Work on the essay early in the year so it can be edited. Visit websites: www.fastweb.com, www.scholarshipsaz.org, www.hsf.net.
- Once admitted visit the financial aid page of that college for a list of scholarships.
- Finally, visit the counseling area weekly for local scholarships.
- Check your student email for links and information to more scholarships. Questions, ask a counselor or Virginia in the bookstore.

Can I change my schedule – Schedules can only be changed the first 10 days of the semester within reason. If you are in need of a schedule change, see your counselor. A Drop/Add form must be completed before the 10 days.

What can I do to improve my grades? Attend Hawk Tech and ELO. Be present every day. Check your StudentVue – complete any missing assignments. Have frequent, brief, positive conversations with your teacher.

The Role of the High School Counselor

- The High School Counselor should provide a comprehensive guidance program that focuses on the academic, social, personal and career development of students. Classroom presentations should be provided in these areas with the topics being focused on needs as established by the state standards.
- Small group and individual sessions should be provided for students with specific needs.
- The counselor should maintain accurate student records.

Topics for Classroom Presentations

- Goal Setting (9th)
- Figuring your GPA (10th-12th)
- ECAP – Counting Credits and Graduation Requirements – all year
- PSAT test (10th and 11th)
- ECAP – College Planning – all year
- Applying for Scholarships & Admissions - fall (12th) and spring (11th)
- ECAP- Developing a Resume and Career Choices (9th-12th)
- FAFSA Fun (12th)

Calendar for High School Counselors

June/July

- Crosscheck student request with completed Credit Check Sheet.
- Mail transcripts to colleges and other schools as requested (registrar)
- Finalize schedules
- Balance class sizes
- Year-end reports (scholarship report, in state/out of state college report)
- New student registration- ongoing
- Correct schedules and make sure all students have a complete and correct schedule on first day of school
- Plan master calendar of counseling activities (evening programs, financial aid workshop, parent information night, and registration)

August/September

- Organize Red Carpet Welcome
- C2G Assemblies
- Continue to register new students.
- Verify that summer school grades appear on student's transcript. If the student repeated a course previously taken, update Credit Check
- Identify students with 504s -Team plan/meeting and notify faculty
- Conduct classroom lesson (Grad. requirements, college planning, ACT/SAT, 11-12)
- Publicize Senior College Night
- College Admissions visits
- Dorance Scholarship Information Workshop
- Inform sophomores and juniors about the Plan and PSAT
- Backfill transcripts for any new students (registrar)
- Determine which students need credit recovery and complete spreadsheet (August)
- Determine summer school graduates.
- Encourage students to start the college application process.
- Talk to seniors about their personal statement/application workshop
- University application workshops
- Fall Tour

- Keep students aware of scholarship information/Start annual scholarship board
- Mail graduation status letter to parents of seniors
- College Information Night
- FINAO Night for students in Credit Recovery
- Organize College Week events
- List of students who need to take Civics Exam
- Advanced Placement classroom visits
- Classroom lesson - FAFSA Fun
- College Admissions Representative

October

- Conduct PSAT Testing.
- Administer ASVAB
- Continue backfilling newly enrolled students (registrar)
- Visit classrooms and present classroom topics (ECAP, Goal Setting)
- College Week activities (applications and letters of recommendations)
- Meet with Seniors regarding graduation status
- Inform students of scholarship opportunities (ongoing)
- Attend counselor workshops
- College Admissions Rep visits
- Organize/Plan Career Fair
- Tucson College Night
- Give Instructional Council current Course Description Handbook and ask for revisions and/or potential new courses
- Print quarter grades and meet with individual students
- Financial Aid Parent Information Night
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November/December

- Check students' grades and attendance and begin academic counseling for Spring
- Career Fair
- Obtain and verify grades students have taken in credit recovery and update Credit Check
- Plan for registration
- Plan Elective Fair
- Begin editing next year's Course Description Handbook
- Send out transcripts in order to meet college application deadlines (registrar)
- Encourage students to fill out college applications and write letters of recommendation.
- Verify that all students are enrolled in correct second semester courses to meet graduation requirements
- Encourage Juniors to sign up and take SAT/ ACT tests
- Encourage students to apply for scholarships.
- Plan Financial Aid Workshop
- "I Applied" Celebration
- Civics Test
- College Admissions Rep visits
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January

- Run transcripts and check for failures and missing grades
- Make necessary schedule changes
- Update transcripts for any new students (registrar)
- Meet with students needing credit recovery classes

- Financial Aid Workshop
- Update Credit Check Sheets and current schedules for all seniors to ensure that they will meet graduation requirements
- Attendance Meetings (ongoing)
- Send out letters and, if possible, meet with parents and student who are in danger of not graduating
- Send mid-year reports and transcripts to colleges and universities
- Letters of recommendation
- Start scholarship report
- Plan Elective Fair
- Start registration activities (parent night, classroom visits, rising 9th registration)
- Classroom visits- course selection/pathway choice
- List of students who need to re-take the AIMS
- Begin name verification for diplomas
- Confirm signatures on diploma
- Order diploma covers
- Course Description finalized and sent for board approval
- Elective Fair
- Civics Test
- College Admissions Rep visits

February

- All transcripts should be updated and correct
- Order Advanced Placement Exams
- Registration for existing students
- Contact parents of students who will potentially not graduate in May
- Classroom lesson – ECAP - Resume
- Encourage the submission of FAFSA, scholarships, and college apps.
- Announce valedictorian, salutatorian and top 5 %
- Order diplomas
- PSAT Workshop
- ASVAB Workshop
- Visit and educate incoming freshman at feeder middle schools about high school
- Future Freshman Family Fiesta
- College Admissions Rep visits

March

- Triangulate data to place students in core classes
- Conduct registration at feeder middle schools
- Encourage students to fill out scholarship applications (ongoing)
- Have a conference with students and parents of those who are in danger of not graduating because of failing grades.
- Register any students not registered in February.
- Look at numbers for next year and begin working on Master Calendar
- Determine students who need to be enrolled in Summer School and provide registration materials
- ALE/YLF Engineering Field Trip to University of Arizona
- Submit class ranks to ABOR
- Order PSAT for the following year
- Meet with Juniors regarding SAT/ACT

- College Admissions Rep visits
- ECAPS with Freshman

April

- Begin verification of ECAPs and graduation requirements for seniors
- Senior Check-out List
- Exit Survey for seniors
- Graduation committee meetings
- College Planning Night for juniors and parents
- Organize scholarship interviews for local organizations
- Finalize Master Calendar
- Push 'The Button' to create student schedules
- AP Pre-registration in classrooms
- Determine students who need to be enrolled in Summer school and provide registration materials
- College Admissions Rep visits
- University of Arizona Road Trip

May

- Obtain and verify grades students have taken credit recovery and update transcripts
- Proctor AP Exams (2 weeks)
- Awards Night
- C2G Graduate Parade
- Graduation Practice
- Prepare diplomas for graduation
- Prepare list of student names for graduation program
- Register students for summer school and/or make a plan for seniors who will not graduate
- Have seniors declare where they plan to attend /send final transcript (registrar)
- GRADUATION!

In the additional 10 work days

- Mail retention letters out with number of credits and suggestions for summer school
- Verify that the "Roster of Graduates" is accurate, complete and turned in to Welcome Center
- Send list of returning seniors to Welcome Center
- Return unused and damaged diplomas to Jostens
- Complete year end scholarship report and send to District Office
- Send final transcripts to colleges and universities, NCAA Clearinghouse
- Update sections/teachers/room numbers in Synergy
- Ensure that all students have a correct and complete schedule
- Balance classes

Professional Development

August

U of A Counselor Update

September

SAT Workshop

ACT Workshop

November

JTED Counseling Workshop
College Board AP Coordinators Workshop
February
Arizona School Counseling Conference

April
Super ACAC

Future Planning:

- Hawk Talk
- Classroom Visits
- Scheduled time for specific workshops on college planning (example: Common Application)