

## June Checklist "Grad Grins and Future Schemes"

During this month, the college counseling office is filled with a mix of excitement and nostalgia, as students and counselors bid farewell to the graduating class. Counselors work with students to finalize their summer plans, such as internships, summer programs, or volunteer experiences. Meanwhile, students are encouraged to reflect on their high school journey and the valuable lessons they have learned, while also looking forward to the next chapter of their lives.

- Celebrate graduating seniors:** Organize or attend graduation ceremonies, recognizing the achievements of your grade 12 students and wishing them well in their future endeavors.
- Wrap up end-of-year reports:** Finalize and submit reports on college acceptances, scholarships, and other notable achievements to school administration and the community.
- Plan summer check-ins:** Schedule periodic check-ins with students participating in summer enrichment programs, internships, or job opportunities to monitor their progress. Or don't! But make your expectations clear!
- Continue supporting waitlisted seniors:** Provide guidance and support for grade 12 students still awaiting final decisions from colleges on their waitlist.
- Reflect on the past school year:** Analyze the successes and challenges of your counseling program, identifying areas for improvement or expansion.
- Begin preparations for college fairs:** Research and plan for upcoming college fairs in the fall, contacting college representatives and organizing logistics.
- Encourage grade 11 students to work on college essays:** Share tips and resources to help students brainstorm, draft, and revise their personal statements over the summer.
- Monitor summer test dates:** Ensure that students registered for summer SAT/ACT test dates are aware of their testing locations and any necessary preparation.
- Create a fall event calendar:** Develop a schedule of events and activities for the upcoming school year, such as college visits, workshops, and information sessions.
- Review curriculum offerings:** Evaluate your school's course offerings and ensure that students have access to a diverse range of classes that meet college admissions requirements. This may also include updating your NCAA information for the Clearinghouse.
- Develop counseling resources:** Create or update handouts, presentations, and other materials for student and parent meetings.
- Plan for grade 9 & new student orientation:** Organize activities and informational sessions to welcome incoming grade 9 students and transfer students and introduce them to the college planning process.
- Coordinate with school staff:** Meet with teachers, administrators, and other staff members to discuss upcoming events, changes in school policy, and strategies for student success.
- Prepare for the next application cycle:** Review grade 11 students' progress in their college search and application process, and develop action plans for the upcoming school year.
- Set goals for the upcoming year:** Establish objectives and benchmarks for your counseling program, based on data and feedback from the previous year.
- Recharge and rejuvenate:** Take some time for yourself to rest and recharge before the start of the next school year, ensuring that you are prepared and energized to support your students.
- Organize student files:** Ensure that all student records are up to date, including transcripts, test scores, and recommendation letters.

- Express gratitude:** Thank your colleagues, teachers, and school staff for their support and collaboration throughout the year, and wish your students well as they move on to the next phase of their educational journey.