

School: _____ Name of Counselor: _____

Role of the School Counselor in Academic Planning

With variations depending on the needs of the school community, the school counselor's role in terms of academic planning often includes:

- planning and managing students' **course of academic studies**.
- providing on-going student support including **individual and group counseling** to ensure academic success.
- reviewing progress** with students and families including report cards, transcripts/[graduation requirements](#) (high schools only) through **conferences** and **guidance lessons**/presentations.
- helping students set short-term and long-term **academic goals**.
- working closely with students and families to improve **student attendance**, both daily attendance, as well as period attendance for high schools.
- ensuring students receive **Academic Intervention Services (AIS)** including tutoring and extended day services.
- serving as a vital member to school committees including the **Pupil Personnel Team**, the **Attendance Committee**, and common planning time/grade teams.
- using data** informed practices to ensure student achievement including increasing the high school graduation rate.
- supporting teachers** in their work with students.
- communicating with families** on an on-going basis to provide updates on student achievement and attendance, as well as to recognize successes.
- providing advisement to families with **middle school and high school applications**.
- explaining **DOE transfer options** as featured in the [Additional Ways to Graduate Directory](#) for students who are 17 years old and up.