

TIMELINES FOR COUNSELOR EVALUATIONS



Step 1

- » Review Program Audit to examine complete program and establish a program growth goal.
- » Complete self-reflection and provide evidence.
Deadline is October 1.

Step 2

- » Develop two preliminary goals, SMART Goal and Student Impact Goal and participate in a goal-setting meeting with the principal.
- » Finalize goals and action plans. **Deadline is November 1.**

Step 3

- » Optional Mid-Year Progress Check. Principal or counselor may request a meeting to be **held between November 1 and January 1.**

Step 4

- » Face-to-Face Meeting between counselor and principal.
Deadline is on or before June 15.