

School Counseling Site Visit Document Checklist
Artifact Suggestions Added in **Bold**

13. School counseling program (**SCP1**) 281—*IAC 12.3(11)*:

___ a. program is regularly reviewed and revised and designed to provide

Artifacts could include:

- **Documentation of K-12 counselor meetings to review and set goals for school counseling program**

___ 1. curriculum that is embedded throughout the district's overall curriculum (**SCP5**)

Evidence: Evidence might include a written guidance curriculum for the grade levels served by the district, a summary of guidance activities by grade level, or similar documentation.

Artifacts could include:

- **Standards and Benchmarks with outcomes and assessments**
- **Curriculum maps with links to standards and benchmarks**
- **Sample curriculum lessons at elementary, middle and high in each of the three domains (career, academic, and personal/social)**
- **Counselor schedules and calendars**

___ 2. individual student planning designed to help students establish educational and career goals (**SCP6**)

Evidence: Evidence might include a summary of guidance activities related to individual student planning, such as completion of core curriculum plans, individual student meetings, and parent/student planning sessions.

Artifacts could include:

- **Documentation from "I Have A Plan Iowa" regarding number and completion of Student Core Curriculum Plans (8th grade plans)**
- **Yearly review schedule of Student Core Curriculum Plans**
- **Parent information planning documentation**

___ 3. responsive services through intervention and curriculum that meet students' immediate and future needs (**SCP7**)

Evidence: Evidence might include a summary of guidance activities such as crisis response, individual or group counseling, and response to referrals.

Artifacts could include:

- **Referral process and guidelines for referral to counselor (to include all staff training on referral process)**
- **Data used to determine intensive guidance needs**
- **Small group schedules at elementary, middle and high**
- **Closing the Gap Activities, Action Plans and Results Reports**

___ 4. management activities that establish, maintain, and enhance the total school counseling program **(SCP8)**

Evidence: Evidence might include a summary of counselors' professional development participation, agendas/minutes of guidance advisory meetings, counseling program goals and action plans, and evidence of meetings with instructional and administrative staff.

Artifacts could include:

- **Professional development plans and documentation for counselors**
- **Presentations to advisory group and/or School Improvement Advisory Council**
- **"Data Day" agenda and results**
- **School Counseling yearly action plans**
- **Curriculum improvement plans**
- **Professional Development delivered by school counselors to school staff**