



ASCA National Model Components	Complete?	Comments
MANAGE		
Vision Statement		
Aligned with ASCA National Model’s criteria for exemplary vision statement.		
Mission Statement		
Aligned with ASCA National Model’s criteria for exemplary mission statement.		
Data		
School data summary prioritizing data points addressed through the school counseling program completed.		
Annual Student Outcome Goals		
a. School improvement plan reviewed to identify school priorities.		
b. Outcome goals created based on student, school and/or district data to close the achievement, opportunity and/or information gaps.		
c. Goals written in SMART format: specific, measurable, attainable, relevant, time-bound.		
Use-of-Time Calculator		
Use-of-time calculator completed at least twice a year.		
Annual Administrative Conference		
Conference held with the supervising administrator. Template completed and signed by the school counselor and supervising administrator within the first two months of school.		



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Advisory Council		
Agendas and minutes completed from at least two meetings (one from the fall and one from the spring).		
Action Plans		
Classroom and group Mindsets & Behaviors action plan detailing classroom lessons and groups aligned with the ASCA Student Standards completed.		
Closing-the-gap action plan aligned with the ASCA Student Standards completed.		
Lesson Plans		
Lesson plans identifying activities to be delivered, standards to be addressed, to whom activities will be delivered, how they will be delivered, and how data will be assessed to determine impact on student outcomes completed.		
Calendars (Annual and Weekly)		
Highly detailed annual calendar created (includes specific examples with dates and times for major activities) documenting all activities, events, and services within the comprehensive school counseling program.		
Weekly calendars available for each school counselor.		



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DELIVER		
Direct Student Services		
Classroom lessons/large-group activities are delivered and outlined using lesson plans.		
Small-group sessions are delivered and outlined using lesson/session plans.		
Indirect Student Services		
Indirect student services are reflected on weekly calendars.		
ASSESS		
Classroom and group Mindsets & Behaviors results report completed.		
Closing-the-gap results report completed.		
ASCA School Counselor Professional Standards & Competencies assessment completed.		
School counseling program assessment completed.		
School counseling performance appraisal is conducted annually.		
Program results are shared with school staff and stakeholders.		