

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
INSTRUCTIONAL SUPPORT SERVICES

ATTACHMENT D

**COLLEGE COUNSELOR CALENDAR and RESPONSIBILITIES**

<b>ONGOING MONTHLY ACTIVITIES</b>
Serve as the main resource for college information for students, parents, the community, as well as faculty and staff.
Maintain membership and participate in professional organizations that promote college attendance and the transition of high school students to college. (WACAC, NACAC, College Board)
Write articles and prepare information for parent newsletters, student newsletters, and school staff newsletters and bulletins.
Conference with students and their parents.
Assist students with SAT and ACT registration, provide fee waivers, and monitor their use.
Conference with students about community college and adult school concurrent enrollment.
Plan, organize, and manage outreach programs.
Present information to Life Skills classes.
Serve as liaison between high school staff and colleges.
Meet with visiting college representatives.
Network with other College Counselors and admission personnel on matters of mutual concern.
Serve as a member and attend meetings of local college advisory boards.
Administer SAT/ACT preparation workshops.
Coordinate college field trips.
Work with APSCS to establish the process for continual update and verification of electronic transcript.
<b>PD</b> Attend meetings, workshops, and conferences deemed necessary to keep knowledge and skills current.
<b>PD</b> Attend CCOLA sponsored Brown Bag Seminars.
<b>AUGUST</b>
Organize the college center. (college brochures and catalogs, test materials, financial aid materials)
Revise the school profile.
Prepare/update bulletins for seniors, juniors, sophomores, and freshmen.
Create individual folders for seniors with copy of cum.
Assist with registration of new students.
Review TR grade records for seniors and prepare GPA lists.
Plan for SAT and ACT registration and distribution of fee waivers.
Organize PSAT registration process and prepare materials.
Prepare calendar for college representative visits.
Plan senior meetings and programs.
Prepare presentation for orientation meetings.
Begin to conduct interviews with seniors.
Begin to write letters of recommendation.
Train Peer College Counselors
Distribute AP Score Summary Report and information to department chairs and administrators (if you are the AP Coordinator)
<b>SEPTEMBER</b>
Prepare and update resource materials.
Complete concurrent enrollment forms for students attending Community College or Adult School in the fall.
Work with school's provider to organize SAT/ACT preparation classes workshops.
Publicize and register students for PSAT
Coordinate the college representative visits.
Conduct senior interviews.
Write letters of recommendation.
Conduct meeting with all students planning to apply to private colleges.
Assist students with private college applications.

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Prepare National Merit Semifinalist recommendations.
Prepare Gifted Proposal (if you are the GATE Coordinator)
Identify students for Gifted Program. (if you are the GATE Coordinator)
Order AP course descriptions and teacher guides. (if you are the AP Coordinator)
<b>PD</b> Attend NACAC (National Association for College Admission Counseling), if possible.
<b>PD</b> Attend UC and CSU one-day conferences.
<b>PD</b> Attend college meetings as possible.
<b>OCTOBER</b>
Register students for the PSAT.
Recruit and train PSAT proctors, assign rooms, notify students.
Organize testing room environment for PSAT.
Recruit for ROTC scholarships and Service Academies.
Coordinate on-site application reviews by colleges.
Organize and publicize scholarship information and applications.
Prepare for Back to School Night.
Conduct Senior Parent meeting.
Prepare National Merit Forms.
Conduct UC and CSU application workshops.
Prepare Early Decision and Early Action Secondary School Reports and letters of recommendation.
Advertise and select students for College and Career Convention.
Prepare the Gifted Proposal and Budget. (if you are the GATE Coordinator)
<b>PD</b> Attend College Board Counselor Workshop.
<b>PD</b> Attend College Board National Forum, if possible.
<b>PD</b> Attend college meetings as possible.
<b>NOVEMBER</b>
Assist seniors with UC and CSU applications. (Due end of month.)
Assist seniors with Early Decision and Early Action applications.
Conduct essay writing workshop for seniors.
Conduct letter of recommendation writing workshop for teachers.
Review mid semester grades; conference with students regarding grades and college admission.
Provide information to appropriate students regarding EOP applications.
Conduct EOP application workshops.
Assist students with completing CSS Profile for private colleges.
Continue conducting senior interviews and writing letters of recommendation.
Attend the College and Career Convention.
Prepare and send Secondary School Reports.
Publicize scholarship information and recruit students.
Recruit and select students for special college programs, as requested.
Select Peer College Counselors for next term.
Verify with seniors that they have completed UC & CSU applications.
<b>PD</b> Attend California Student Aid Commission/Ed Fund counselor financial aid workshop.
<b>DECEMBER</b>
Conduct financial aid meeting/workshop for seniors and parents.
Organize a process for Cal Grant GPA Verification.
Complete the Secondary School Reports for private colleges.
Insure that seniors complete their SAT/ACT testing this month.
Publicize, recruit for, and distribute scholarship information.

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Organize the PSAT workshop to distribute results to students and parents.
Assist students with applications for community college courses and adult school courses.
Continue writing letters of recommendation.
Complete EOP recommendation forms for students.
<b>PD</b> Attend AICCU Counselor Conference.
<b>JANUARY</b>
Conduct PSAT workshops to distribute and explain test scores.
Conduct financial aid meeting for parents and students (if not done in December).
Participate in CFC workshops as part of College Goal Day, if appropriate.
Distribute and provide assistance with financial aid forms. (FAFSA, CSS Profile, Cal Grant GPA Verification)
Write remaining letters of recommendation.
Publicize scholarship information. Recruit applicants. Distribute applications.
Recruit juniors for SAT/ACT preparation classes and workshops.
Review Students' EOP applications. Complete EOP forms for students.
Identify students for special college programs.
Organize Summer Program information.
Identify GATE students. (if you are the GATE coordinator)
Confer with APSCS re UC approved courses to be offered next year. Update UC course list. Send to Senior High School Programs Unit.
<b>PD</b> Attend WACAC one-day conference "Share, Learn, Connect"
<b>FEBRUARY</b>
Assist seniors with financial aid applications.
Prepare 7 <sup>th</sup> semester transcripts for students requesting them.
Prepare and mail Midyear Reports.
Publicize scholarship information. Recruit applicants. Distribute applications.
Assist seniors in registering for ELM and EPT tests.
Assist seniors in registering for Subject A test.
Coordinate college field trips.
Review Students' EOP applications. Complete EOP forms for students.
Promote community colleges.
Request scholarship donations.
Verify that appropriate seniors have applied for financial aid.
<b>PD</b> Attend Western Regional College Board Conference.
<b>MARCH</b>
Verify with students that FAFSA and Cal Grant GPA Verifications have been sent.
Verify with students that EOP applications have been sent.
Publicize scholarship information. Recruit applicants. Distribute applications.
Organize and present community college application workshops.
Plan meetings with juniors to begin college selection process.
Articulate with middle school students and parents.
Order AP exams and plan schedule for proctors. (if you are the AP Coordinator)
Complete AP registration process with students. (if you are the AP Coordinator)
Begin planning Senior Awards Program.
Promote and organize NACAC National College Fair. Request bus.
<b>PD</b> Attend the CCOLA district-wide Conference.
<b>APRIL</b>

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Counsel seniors about their college decisions.
Counsel seniors about their applications for housing and summer bridge programs.
Interpret financial aid award letters. Review SARs with seniors.
Publicize scholarship information.
Select nominees for LAUSD scholarships. Convene scholarship committee.
Arrange for community college placement testing on school's campus.
Prepare for AP exams. (if you are the AP Coordinator)
Arrange for buses for NACAC National College Fair.
Plan Senior Awards Night.
Assist juniors in beginning their college selection process.
Articulate with middle schools students and parents.
Collect GATE evaluations. (if you are the GATE Coordinator)
Participate in school's budget meetings and request money for next year.
<b>MAY</b>
Verify with seniors that they completed their Commitment of Intent to Register at a college. (May 1 is National Reply Date)
Publicize scholarship information.
Conduct community college application workshops.
Assist seniors with Subject A Exam registration.
Assist seniors with college placement test information and registration.
Administer AP exams. (if you are AP coordinator)
Attend NACAC National College Fair.
Organize Senior Awards Night.
Convene Scholarship Committee for specific scholarship selections.
Assist seniors with completing Senior Survey & request for final transcript.
Meet with juniors and their parents regarding the college selection process.
Select Peer College Counselors for next year.
Participate in planning and organizing Commencement Ceremony.
Select recipients for junior book awards.
Complete preparation for the Senior Awards Program.
<b>PD</b> Attend WACAC (Western Association for College Admission Counseling) Conference.
<b>JUNE</b>
Preside over Senior Awards Night.
Evaluate GATE program. (if GATE coordinator)
Write and send thank you notes to scholarship donors, outreach program representatives, and school personnel.
Organize and prepare final college reports for the District.
Coordinate preparation of final transcripts to colleges.
Calendar programs for next school year.
Distribute and collect UC ELC authorizations.
Assist counselors in reviewing and verifying courses and grades for Juniors in the TR program.
Order PSAT materials and fee waivers for next school year.
Summarize seniors' post secondary plans, scholarship awards, and special recognition awards for staff and school records.
<b>JULY</b>
Prepare the ELC list and transcripts.
Assist students with any problems they may have regarding their transition to college.