

# Guidance Calendar 2014-2015 Spring Semester

Date	Description	Location/Comments
January 06-09	Master Schedule Changes	Counselor Offices
January 09	Schedule changes initiated by student/parent	
January 12 - 15	Print Senior transcripts, Review Grad Status, Meet w/seniors needing to make up courses outside the school day to meet Grad requirements, Update Google doc with PNGs and their information	(NOTE: Keep track of a-g) Send PNG letters for All Credit Deficient/NP CAHSEE (Sp. Ed. students don't have to pass CAHSEE)
January 16 - 21	Complete Mid Year Reports for Seniors	
January 22 - 23	Prepare Grad Check Reports for Junior Meetings	Last Day for the following: <b>ADD CLASS:</b> 1/23/15 <b>DROP CLASS:</b> 2/12/15 (w/out penalty) <b>NO DROPS ALLOWED STARTING:</b> 4/10/15
Jan 26 - Feb 18	11 <sup>th</sup> gr. Course Selection by individual appointments	
February 20	Send Junior Grad Check Reports sent home	
February 12	Counselor Articulation meeting at District re: 8 <sup>th</sup> grade registration	
Week of Feb 17 - March 13	10 <sup>th</sup> gr. Course Selection by individual appointments	
Feb.3,4 & Mar.17,18	<i>Feb -CAHSEE 12<sup>th</sup> &amp; March CAHSEE 10<sup>th</sup> &amp; 12<sup>th</sup> Grade</i>	We help during March CAHSEE
March 12	Share Learn and Connect	All Day Conference
March 17	District Articulation Meeting with Feeder Schools	
March 16 -April 17	9 <sup>th</sup> gr. Course Selection by individual appointments	
March 23 - April 3	Feeder School visits: Meet with Liaison and do electives presentation on one day and collect Pre-Slug Forms on a separate date	Average of three middle schools per counselor - 2 visits per school
April 27 - May 1	Teacher Recommendations	Through Google Doc
May 4- May 7	Counselors Enter Teacher Recommendations	Close down office
May 8	Student schedules printed & mailed home.	
May 1 - May 22	IC opened to parents for Online Registration and approval of course selections	
May 22	Deadline for submission/signed course request & parent over-ride	
May 1 - May 29	Parent/Student Meetings with Potential Non-Grads; communication with Senior teachers; master schedule implementation and changes	Counselor Offices (MAY 12,13 CAHSEE -10-12)
May 18 - May 20	WACAC - Information regarding colleges and universities - updates on requirements, admissions and financial aide	Conference
May 8	Senior Potential F List Due Q3 Progress Report	Q3 Progress grades can be used to create the list
May 29	<b>Mandatory Teacher Final F list</b> submitted to counseling office. Including students playing after school sports.	
May 29	APEX AND CYBER HIGH Deadline - NO EXCEPTIONS	--
May 29	<b>Due Date</b> for Community College Emergency Grade Release Form due if credits needed for graduation.	--
June 1	Call AND Send Non-Grad Letters	--
June 5	Graduation Day	--
June 10 -12	CBEDS/Non Grad List/Junior Possible A-G/FSR, CUSP list for juniors and seniors	

