

Sample High School Weekly Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School	Attend Student IEP Meeting for J.B.	Meet with student E.W. and parent about grades	7:00am Faculty Meeting in LMC	Parent Meeting for Student T.Y.	Coffee and Conversation with Counselors 7am
7:30 am	Answer emails, return phone calls, meet with students	Help student G.H. with FAFSA	1st Block Classroom Visit – Senior ELA 7:30-8:00am	Answer emails, return phone calls, meet with students	District Counselor Meeting at HS Conference Room
8:00 am	↓	Answer emails, return phone calls, meet with students	Meet with student D.F.	↓	↓
8:30 am	↓	↓	Meet with student R.T.	↓	↓
9:00 am	↓	2nd Block Classroom Visit – Senior ELA 9:00-9:30am	2nd Block Classroom Visit – Senior ELA 9:00-9:30am	↓	↓
9:30 am	↓	Answer emails, return phone calls, meet with students	Answer emails, return phone calls, meet with students	↓	↓
10:00 am	Help student S.R. with College Applications	↓	↓	↓	Answer emails, return phone calls, meet with students
10:30 am	Curriculum – Career Presentation in Home Room	Curriculum – Career Presentation in Home Room	↓	Curriculum – Career Presentation in Home Room	Curriculum – Career Presentation in Home Room
11:00 am	Meet with student L.H.	3rd Block Classroom Visit – Senior ELA 11:00-11:30am	3rd Block Classroom Visit – Senior ELA 11:00-11:30am	Counselor Information Table in Cafeteria	New student Enrollment D.T.
11:30 am	Update Counseling Website and Social Media	Answer emails, return phone calls, meet with students	Update Counseling Website and Social Media	↓	↓
12:00 pm	Meet with student R.T. – Missouri Connections	↓	Meet with student W.R. – Naviance Assistance	↓	Answer emails, return phone calls, meet with students
12:30 pm	Lunch	Lunch	Lunch	↓	Lunch
1:00 pm	Meet with student Y.R. – Scholarship Help	4th Block Classroom Visit – Senior ELA 1:00-1:30pm	4th Block Classroom Visit – Senior ELA 1:00-1:30pm	Student Intervention Team Meeting	Attend Student J.W. 504 Meeting
1:30 pm	Answer emails, return phone calls, meet with students	Answer emails, return phone calls, meet with students	Answer emails, return phone calls, meet with students	↓	Answer emails, return phone calls, meet with students
2:00 pm	↓	↓	↓	↓	↓
2:30 pm	↓	↓	↓	Answer emails, return phone calls, meet with students	Update Counseling Website and Social Media
After School	Student Mentor Club Meeting in RM 200	↓	↓	Diversity Council Meeting in RM 101	Leave school by 3:00pm