

90 Day Entry Plan

Take this action plan and make it your own.

Logistical/Technical	Completed
Review staff roster and staff locations/phone numbers. Compile a contact sheet for the building. Make sure to include office staff, emergency contact numbers, custodial staff, and support staff	
Review all safety drill procedures (e.g., fire, severe weather, bomb threat).	
Documents to gather and review: school bell schedule, daily schedule (elem), grading policies, discipline policies.	
Review School Board policy manual or know where to find it	
Know mandated reporter procedures for your district	
Review office procedures for making copies, ordering supplies, and accessing funds.	
Develop a procedure for student, staff and/or parent counseling referrals.	
Develop a system for tracking student meetings (DO NOT KEEP CASE NOTES)	

Collaboration	Completed
Meet and get to know secretaries, custodians and tech people.	
Contact and meet your colleagues working in the same department, e.g. the other school counselors in your district.	
Introduce yourself to and make note of contact information for the individuals working at District Office. Ensure you have personally met the leaders of the Student Services department.	
Attend meetings of the academic departments (or schedule 1:1 meetings). Observe what they are working on and their procedures. Ask what they have recently accomplished and what they wish they had accomplished	
Attend/join a school committee such as PTO	

Leadership	Completed
Introduce yourself to and make note of contact information for the individuals working at District Office. Ensure you have personally met the leaders of the Student Services department.	
Send a letter of introduction to all the parents of the students attending your school. A similar letter of introduction should be sent to community leaders. A good place to distribute letters is also at Open House every Fall.	
Join a leadership team at your school/in your district	

Advocacy	Completed
Complete the ASCA Use-of-Time template (on ASCA website) once your schedule is created to ensure proper allocation of services.	
Develop a mission and vision for your program, and update/create a website where families can go for more information and/or resources.	
Complete the annual agreement plan (on ASCA website) with your principal if you are a building school counselor.	
Set up a station during fall Open House with information about your program	
Analyze school-wide data and disaggregated by race, gender, ELL status, Students with Disabilities. Set a program goal. ASCA School Profile	
Create an Annual Calendar (school-wide events, classroom lessons, small groups etc)	
Consider a needs assessment for students	
Minute meetings to get to know students and/or staff	