

Using This Planner

I make one quick-stop each day to glance at this planning book which helps me keep organized all day. I no longer have to search for my individual files or notes I may have jotted down earlier. This organizer helps me keep all my lesson plans and intervention information in one book. It is invaluable to me as a time saver, organizational tool, and a quick reference to keep me focused throughout my day.

This planner may have more ways to log in information than you may need. You will need to decide which sections will be most helpful to you. A good starting point is to open this booklet to the calendar sections and copy in critical dates from your school calendar. Next, enter information about the meetings that you usually attend outside the building and those that you may organize on a monthly basis. Write in overviews of those meetings that you chair. As your classroom guidance schedule continues to develop, start adding the dates to the top of the page along with lesson plans, standards to cover, and teachers to make contact with for special issues. Your plans and notes for individual and small group counseling can also be logged into this booklet as an ongoing process. Another important part of this planner is the contact number page. Write in the contact information for the local police, social services, counselors and other community resource contacts that you may need to have for quick reference.

I hope this planner becomes as invaluable to you as it is to me. It will save you time and energy and make your professional world a little less hectic. I also hope that it gives you more time and energy to devote to the most important people you are there to assist—the students.

Jan King

CLASSROOM SCHEDULE

WEEK OF

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME: CLASS:	TIME: CLASS:	TIME: CLASS:	TIME: CLASS:	TIME: CLASS:
TIME: CLASS:	TIME: CLASS:	TIME: CLASS:	TIME: CLASS:	TIME: CLASS:
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COUNSELOR'S WEEKLY PLAN

WEEK OF:

MONDAY

Standards:

Standards:

Standards:

TUESDAY

Standards:

Standards:

Standards:

WEDNESDAY

Standards:

Standards:

Standards:

THURSDAY

Standards:

Standards:

Standards:

FRIDAY

Standards:

Standards:

Standards:

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INDIVIDUAL COUNSELING NOTES

Student Name: _____ Class/Homeroom: _____

Date: _____ Concern: _____

Ideas: _____

Next Appointment: _____

Student Name: _____ Class/Homeroom: _____

Date: _____ Concern: _____

Ideas: _____

Next Appointment: _____

Student Name: _____ Class/Homeroom: _____

Date: _____ Concern: _____

Ideas: _____

Next Appointment: _____

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SMALL GROUP LESSON PLANS

Date:

Meeting Number:

Time:

Issue(s)/Objective(s):

Materials Needed:

Activity Planned:

Group Members

Teacher

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Activity Notes:

SOCIAL SERVICES CONTACT LOG

DATE: _____ CONTACT PERSON: _____

PHONE: _____

STUDENT: _____ BIRTHDAY: _____

GRADE LEVEL: _____ TEACHER: _____

PARENTS

LIVES WITH

BIOLOGICAL FATHER: _____

BIOLOGICAL MOTHER: _____

STEP FATHER: _____

STEP MOTHER: _____

OTHER: _____

SIBLINGS

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

REASON FOR CALL:

INTERVENTION & WHAT CHILD SAID:

RECOMMENDATIONS FROM CONTACT PERSON:

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