School Counseling Program Checklist

School Counseling · K–12

Plan a data-informed counseling program: needs assessment, lessons, groups, referrals, crisis readiness, and evaluation.

Needs Assessment & Planning

- [ ] Review school data such as attendance, discipline, and achievement.
- [ ] Survey students, staff, and families about needs and priorities.
- [ ] Set measurable program goals aligned with school priorities.
- [ ] Align the program with a recognized framework, such as the ASCA National Model, if your district uses one.
- [ ] Build an annual calendar of lessons, groups, and events.

Classroom & Schoolwide Lessons

- [ ] Plan lessons for social-emotional, academic, and career development.
- [ ] Coordinate lesson times with teachers and administrators.
- [ ] Prepare pre- and post-assessments to measure lesson impact.
- [ ] Plan schoolwide awareness events and activities.

Small Groups & Individual Support

- [ ] Identify small-group topics based on data and referrals.
- [ ] Obtain consent for groups according to district policy.
- [ ] Set clear goals and a session plan for each group.
- [ ] Schedule individual counseling sessions and check-ins.

Referrals & Collaboration

- [ ] Set up a clear referral process for staff, students, and families.
- [ ] Maintain a list of vetted community resources and agencies.
- [ ] Collaborate with teachers, administrators, and student support teams.
- [ ] Share the counseling calendar with staff and families.

Crisis Response & Safety

- [ ] Review the district's crisis response and suicide prevention procedures.
- [ ] Confirm your role on the school crisis team.
- [ ] Review mandated reporting procedures and contacts.
- [ ] Prepare a crisis kit with key contacts and procedures.

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Records & Evaluation

- [ ] Keep counseling notes confidential and stored securely.
- [ ] Follow legal and ethical guidelines when sharing student information.
- [ ] Track participation and program outcome data.
- [ ] Share results with administrators and stakeholders.
- [ ] Use outcomes to adjust the program for next year.

A general planning tool; follow your district's policies, state requirements, and professional ethical standards.

Notes