

August

1. New student registration...
2. Pre Days...freshman, sophomores, juniors and Seniors...
3. Resolve conflicts, balance classes, adjust schedules...
4. Check summer school grades and adjust schedules accordingly...
5. Check transcripts with special attention to Seniors...
6. Review classifications of students...
7. Certify students for summer graduation...
8. Check schedules prior to first day distribution...
9. Update school profile...
10. AP Exam results distributed to department heads and teachers...
11. Finalize Junior/Senior Booklets...
12. Mail out summer TAKS results...
13. Send transcripts of graduates to colleges, armed services, employers, post-high school training, etc., for the graduated senior class...

September

1. Mail out information to parents regarding TAKS, Senior activities, AAR, 6th semester rank for Seniors.
2. Meet with Seniors individually to review AAR procedures for college registration, scholarships, transcript release forms, information sheets, Diploma Order sheet.
3. Review all ranks for Seniors prior to distribution...Balance/Level classes.
4. Attend College Board Workshop and updates for college and universities.
5. Visit sophomore and junior English classes to distribute PSAT information and practice test...
6. **September** (6:30 - 8:30PM) Greenback Night.
7. Career Center/Counseling Office Open House for New Teachers, encourage use of Career Center.
8. Dual Credit rolls checked and verified.
9. Beginning of year reports, Pre-evaluation Conferences, Goals and Guidance Plans.
10. National Merit Semi-Finalist notifications and distribution of applications.

October

1. PSAT visit to sophomore/junior English classes...**October**.
2. PSAT for freshman, sophomores and juniors, **October**.
3. Exit TAKS for students who are 12th grade first time testers and who need to re-test.
4. SAT Exam at Reagan **October**.
5. College Night at Blossom Athletic Center (BAC) **October**.
6. Conference with students who have failing grades the first nine weeks.
7. Coordinate Bexar County Clearinghouse Scholarship.
8. Continue writing letters for student college recommendations and counselor application section.
9. 504 renewal meetings.
10. Red Ribbon Week.
11. ACT Exam at Reagan...**October**.

November

1. Identify and offer applications for Baumberger Scholarships...
2. Conference with students (ongoing)...
3. Student college recommendations and counselor application section (ongoing)...
4. Visit with students one-on-one for a successful year...
5. Target sophomores small group visit...
6. District Career Night (TBA)...
7. COSTEP Financial Aid Seminar (TBA)...
8. November...National Merit at football game (Breakfast Celebration TBA)...

December

1. Prepare Spring schedules.
2. Balance/Level classes.
3. Interpretation of PSAT results for students and parents (January if results are late).
4. Rotary Club Leadership Conference nominees, Boys and Girls State.
5. Revisit Senior transcripts and courses needed for graduation.
6. Visit with students one-on-one for a successful year.
7. SAT Exam at Reagan, **December**.

8. TAKS retest results and study guide distribution.
9. Preparation for Spring registration.
10. College recommendations, applications for scholarships and college admission.
11. ACT Exam at Reagan, **December**.

January **Happy New Year!**

1. Eighth grade parents and student Reagan Orientation.
2. Pre-registration at the middle school.
3. Pre-Registration sessions with current freshman, sophomores and juniors.
4. Feeder middle school Reagan HS Tour visitation.
5. Notify parents of Senior Exit Level TAKS results.
6. New student registration continues.
7. Visit with students one-on-one for a successful year.
8. Prepare for TAKS testing window.
9. Address those students who failed first semester courses.
10. Distribute 7th semester rank to Seniors.
11. Prepare for **March** TAKS.

February

1. Pre-registration continues.
2. Career and Elective Fair on Reagan campus.
3. Evaluate junior credits and prepare for junior class visits.
4. Begin checking choice card class selections for.
5. COSTEP Financial Aid Workshop.
6. Work with students one-on-one to prepare for the next school year.
7. AP Exam test Registration.
8. Begin Dual Credit Process, letters to parents/students.
9. Junior College Night, (TBA...PTA Sponsored).

March

1. March TAKS 9th Reading, 10th & 11th English Language.
2. Small group visits with juniors.
3. GPA, transcripts, choice selections for senior year, rank, college informational career awareness, financial aid, etc...
4. Resolve conflicts involving master schedule for next year's course selections.
5. Notify Senior parents of failures for nine week grading period.
6. Visit with students one-on-one for a successful year end.
7. Assist with Dual Credit information, applications/registration.
8. RPTE Assessments.
9. Prepare for April TAKS testing.
10. COSTEP Merv Van.
11. Junior visits to help prepare for final Senior year.

April

1. **Last Week of April**, TAKS Math, Science and Social Studies.
2. Begin AP Exam preparation.
3. Provide summer school information and registration.
4. Clean-up course master scheduling conflicts.
5. Determine Seniors who meet standards for graduation.
6. Visit with students one-on-one for a successful year end.

May

1. **First two weeks of May**, AP Exams.
2. Distribute TAKS results and study guides.
3. Schedule for TAKS summer testing.

4. Assist with Senior Awards program.
5. Assist with Graduation.
6. Revise scheduling for next school year.
7. Notify parents of underclassmen failures by mail.
8. Begin enrolling school students.

June

1. **June @ 7:30 PM. GRADUATION!**
2. Continue pre-registration for summer school.
3. **First week of June**...Last time to change your next year's schedule.
4. Roll back students into any required course they failed and change schedules.
5. Plan activities, projects, duties and calendar for next year.
6. Resolve conflicts with master schedule throughout the summer.
7. Check student's transcripts and credits.
8. Evaluations, end of school reports, etc...due to the Guidance Office.

