

Guidance Calendar of Events

(Last column lists counselor in charge of organizing)

SUMMER

Date	Item	Organizer	Participants
June-August	Master schedule balancing	Lilly	Hammel

JULY

General Info for July: Summer evening enrollment dates			
Date	Item	Organizer	Participants
7/28-30 & 8/3	Summer Enrollment Nights Glenn Westlake & Marquardt Middle Schools	Lilly	All

AUGUST

General Duties: Enroll students new to Glenbard East Recheck senior graduation requirements Schedule changes			
Date	Item	Organizer	Participants
8/13-19	Extended Contract Hours - Counselors return to work/final schedule corrections	Lilly	All
8/17-19	New Student Enrollment	Lilly	Greener Lepsi Mandley Schneider Vega-Rod Zima
8/19	Transfer student orientation	Lilly	Winfrey
8/24	First Day of School		All
8/24	Transfer student acclimation	Schneider	Vega-Rod
8/24-28	Schedule Corrections		All
8/24-27	New Student Evening Enrollment	Lilly	Lepsi Schneider Vega-Rod Witte

			Zima
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SEPTEMBER

Continue transfer student enrollment		Begin AP test coordination	
Update incomplete & Summer school grades		Meet with transfer students by appt.	
Prepare letters of recommendation (National Merit)		Begin Special Ed staffings	
Review college & Scholarship applications		Meet with college representatives	
Plan Senior conference appointments		Open House projects	
Date	Item	Organizer	Participants
9/2	PSAT & College info in Jr. Eng. & Eng 2H	Witte	ALL
9/9	EAST Open House; 7:00 – 9:00 pm <ul style="list-style-type: none"> • Seniors (Room 250) - Lilly, Vega-Rod • Soph/Jr (Room 251) - Mandley, Zima, Witte, • Frosh (Cafeteria) - Greener, Lepsi, Schneider 		ALL
9/11	Senior College Application Process		
	Freshmen Guidance Orientation	Schneider	Greener Lepsi
9/14-30	Senior Exit Conferences, Application Processing, Letter or Recommendation Writing	Zima Mandley	ALL
9/16	UIUC articulation - Glenbard West 8 am	Lilly	ALL
9/19	TCD Expo	Witte	
	State School Articulation Conferences 9/21 ISU 9/23 NIU 9/24 CSU 9/25 - NEU	Lilly	ALL
9/24	ASVAB	Schneider	Schneider
9/30	National Hispanic College Fair - North Aurora HS	Vega	Vega

OCTOBER

Display case Coordinate Good Citizenship Awards Meet with transfer students by appointment Senior credit checks mailed home		Continue SPED staffings Write letter of recommendation Meet with college representatives	
Date	Item	Organizer	Participants
10/1	PSAT Test	Witte	
10/8	National Merit Semi-Finalist Applications Due	Witte	
10/21	College Planning Seminar, 6:30-9 pm	Zima Mandley Schneider	ALL
10/24	ACT	Lepsi	
10/25	C.O.D. College Fair		
10/26-30	College Application Week	Lepsi	ALL
10/28-29	Parent/Teacher Conferences		All
10/29	Freshmen 4-year plan presentations	Winfrey	All

NOVEMBER

Bulletin Reminder: College & scholarship app deadline Articulation meeting with TCD Meet with transfer students Review College & Scholarship applications Request birthdate list for current Freshmen re: Dr. Ed next year		AP Part. Form Coordinate TCD visit Meet with college representatives Write letters of recommendation Continue SPED staffings	
Date	Item	Organizer	Participants
11/2 - 11/20	Freshman 4 yr. Plan Conferences	Winfrey	All
	AP Parent Night		Lilly
	TCD Field Trip	Witte	

DECEMBER

Request birthdate list for 8th graders re: health/frosh PE Review college & scholarship applications Secure display case		Write letter of recommendation Meet with college representatives	
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Continue SPED staffings appointment		Meet with transfer students by	
Date	Item	Organizer	Participants
12/1-2	Department Articulations	Lilly	All
12/1	8 th grade Family Night	Lilly	
12/2	Course Recommendations made by Teachers Due to Matt	Lilly	
12/2	Local Scholarship Applications Available	Bothen/Greener	
	8th Grade Placement Meetings	Lilly	
12/3	January Grads Breakfast	Vega	
12/9	TCD Field Trip	Witte	
12/10	Financial Aid Seminar 7-8:30 pm	Vega	
12/11	Class presentations for Enrollment Planning	Lilly	
12/14	On-line enrollment activated	Lilly	

JANUARY

Notify parents of senior non-grads due to 1st semester failures Reschedule students with failing semester grades Begin summer school enrollment Review college & scholarship apps/write recommendation letters Prepare local scholarship application Enroll transfer students Reminder: Financial Aid Seminar Display case			
Date	Item	Organizer	Participants
5,7,11,13	8th Grade Enrollment Nights	Lilly & Bothen	
1/14-15	8th Grade Enrollment makeup at Middle Schools	Lilly	Vega-Rod
1/15	End of Semester - Failures due to Guidance 1:30 pm	Lilly	
1/15	Online Enrollment Window Closes	Lilly	

1/20	Begin Summer School Enrollment	Lilly	All
1/25-27	Freshman Enrollment conferences - English classes	Lilly	All
1/28-29 & 2/1	Sophomore enrollment conferences -English classes	Lilly	All

FEBRUARY

Send commitment letter to local scholarship donors if not sent in January Review college & scholarship applications Finalize 2016-17 course requests Memo to teachers about career seminar Meet with college representatives			
		Special Ed staffings	
		Summer School enrollment	
		Write letters of recommendation	
Date	Item	Organizer	Participants
2/2	AP Registration Begins	Witte	
2/2 -2/4	Junior Enrollment & ACT Info - U.S. History classes	Lilly	All
2/8 -	Master schedule Development	Lilly	
2/9	TCD Draft	Lilly	All
2/12	Local Scholarship Application due by 3:30	Greener	
	ACT Pre-Test Bubbling	Lilly	All
2/23 - 26	Conflict Schedule Resolution	Lilly	All
2/24	Junior Post H. S. PLAN presentations	Mandley, Zima	All

MARCH

Review college & scholarship applications	Summer school enrollment
Schedule changes per final tally	Career Seminar for sophomores
Meet with college representatives	Junior Conferences

Date	Item	Organizer	Participants
	PARCC/ACT	Lilly	
3/9	Directions Draft		All
3/11	AP Registration Deadline	Witte	
3/2 - 3/24	Junior Follow Up Meetings		All

APRIL

Local scholarship selection committee meeting Send winner letters to local scholarship donors Send warning letter to parents of seniors with failing grades at the end of the 3rd quarter Meet with transfer students & incoming freshmen by appointment Meet with college representatives			
Date	Item	Organizer	Participants
TBD	Local Scholarship Committee	Greener	Lilly and 5 teachers
4/9	ACT	Lepsi	
	COD Open House Field Trip	Zima	
Tentative 4/11-13	Sophomore Career Seminars	Greener, Schneider, Vega	All
4/18 - 20	AP Pre-Administration Sessions	Witte	Lilly
	Senior Meeting (graduation, senior celebration, etc).	Schneider	
4/29	Deadline to change courses for next year	Lilly	All

MAY

Blue sheet for seniors in danger of failing AP testing Resolve schedule conflicts Reminder for dates for counselors' summer hours Participate in graduation practice & commencement			
Date	Item	Organizer	Participants
5/2-5/11	AP Testing (including late testing)	Witte	

5/11	Senior Honors Night	Bothen	Lilly Greener Schneider
5/17	Graduation Survey/Cap & Gown Distribution	Mandley	All
	PARCC Testing		
5/26	Senior Final Exams (as necessary)	Bothen/Dedic	All
5/27	Senior Celebration	Schneider	
5/27	Senior Grades (Due 3:30pm)	Dedic/ Lilly	
5/31	Senior Graduation Verification (Due 2:30pm)	Lilly	ALL

JUNE

Participate in commencement rehearsal Commencement Reschedule students with failing semester grades (ind. Dr. Ed ineligible)			
Date	Item	Organizer	Participants
6/3	Commencement Rehearsal		ALL
6/4	Commencement		ALL
6/11	ACT	Lepsi	