

SAMPLE

School Counselor Monthly Summary of Direct Services 2004-2005

School Name:					
	Guidance Curriculum: Classroom Presentation	Guidance Curriculum: Small Group	Small Group Counseling Sessions	Individual Counseling Sessions	Peer Facilitation
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
Totals					

S A M P L E

WOOD COUNTY SCHOOLS COUNSELOR LOG

DATE: _____ School Counselor: _____ School: _____

	Guidance Curriculum – classroom and group activities		Individual Student Planning – activities to assist the individual student in establishing personal goals and developing future plans (goal setting, career planning, individual student academic program planning)		Responsive Services – activities to meet students’ immediate needs (individual and group counseling, crisis counseling, consultation, peer facilitation, outside referral)		System Support – professional development, consultation, collaboration and teaming, program management and operation	Non-Counseling Activities – activities or duties not related to the development, implementation, or evaluation of the counseling program
	D	I	Direct	Indirect	Direct	Indirect		
8:00 – 8:15								
8:15 – 8:30								
8:30 – 8:45								
8:45 – 9:00								
9:00 – 9:15								
9:15 – 9:30								
9:30 – 9:45								
9:45 – 10:00								
10:00 – 10:15								
10:15 – 10:30								
10:30 – 10:45								
10:45 – 11:00								
11:00 – 11:15								
11:15 – 11:30								
11:30 – 12:00								

	Guidance Curriculum – classroom and group activities		Individual Student Planning – activities to assist the individual student in establishing personal goals and developing future plans (goal setting, career planning, individual student academic program planning)		Responsive Services – activities to meet students’ immediate needs (individual and group counseling, crisis counseling, consultation, peer facilitation, outside referral)		System Support – professional development, consultation, collaboration and teaming, program management and operation	Non-Counseling Activities – activities or duties not related to the development, implementation, or evaluation of the counseling program
	D	I	Direct	Indirect	Direct	Indirect		
12:00 – 12:15								
12:15 – 12:30								
12:30 – 12:45								
12:45 – 1:00								
1:00 – 1:15								
1:15 – 1:30								
1:30 – 1:45								
1:45 – 2:00								
2:00 – 2:15								
2:15 – 2:30								
2:30 – 2:45								
2:45 – 3:00								
3:00 – 3:15								
3:15 – 3:30								
3:30 – 3:45								

Notes:

S A M P L E

WOOD COUNTY SCHOOLS COUNSELOR LOG – TIME/TASK ANALYSIS Summary – March 2004

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	
Guidance Curriculum																																	
Individual Student Planning																																	
Responsive Services																																	
System Support																																	
Non-Counseling Activities																																	
Total Hours/Day																																	

Hours of Direct Services/Day																																	
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Monthly Summary:

% Time Spent in:

- Guidance Curriculum: _____%
- Individual Student Planning: _____%
- Responsive Services: _____%
- System Support: _____%
- Non-Counseling Activities: _____%

% Time Spent in:

Direct Services to Students: _____%

Completed by: _____

Counselor Signature

For School(s): _____