

2019-2020 Perry Career Academy Counseling Department Duties

| Rosalind McGill Students A-G | Taneka Howard Students H-P | Dr. Camela Johnson Students Q-Z | Dr. Cynthia F. Smalls Department Lead |
|---|---|---|--|
| | | | |
| 504 Contact | Scheduling, ECE, Auto | Dual Enrollment | Master Scheduling |
| SST Coordinator | Scholarships | Senior Meetings | DES Scheduling |
| Individual Graduation Plan | Individual Graduation Plan | Individual Graduation Plan | FTE /Oct./March |
| Transcript Evaluation/Grad History Update | Transcript Evaluation/Grad History Update | Transcript Evaluation/Grad History Update | Hope Contact |
| Testing Contact | Probe Fair (Fall) | Probe Fair (Fall) | ASVAB Testing |
| College Recommendations | College Recommendations | College Recommendations | Satellite Visit Rotation |
| Circle of Support | Circle of Support | Circle of Support | Individual Graduation Plans |
| Graduation(DEC) | Graduation(DEC) | Graduation(Spring) | Verification of Valedictorian/Salutatorian |
| Websites Updates | Websites Updates | Websites Updates | Website Updates |
| Naviance | Naviance | Naviance | Transcript Evaluation |
| Classroom Guidance | Classroom Guidance | Classroom Guidance | Classroom Guidance |
| College & Career Fair(Spring) | Parent Conferences | Parent Conference | College & Career Fair (Spring) |
| Parent Conferences | YouScience | YouScience | Graduation (Spring) |
| YouScience | Individual/Group Counseling | Individual/Group Counseling | Naviance |
| Individual/Group Counseling | Teachers As Advisors February 2020 | Teachers As Advisors March 2020 | State Reporting |
| Teachers As Advisors October 2020 | Senior Exit Survey | Senior Exit Survey | College Visitation Coordination |
| | | Herff Jones Contact | Counseling Department Operations |
| | | | School Counseling Advisory Council |
| | | | School Profile |
| | | | Teachers As Advisors September 18, 19 |
| | | | YouScience |

