

## Utah K-12 Comprehensive School Counseling Program Interim Report (3 Year Review)

- Team members include a LEA CTE/School Counseling Director and one district school counselor from the same grade levels as the program being reviewed. If no other school exists within the district of the same grade levels, one counselor from another school district would be required.
- Interim reviews should focus on identifying program strengths and areas of improvement, using data to effect program change, and results of improved behavior, attendance, or academic achievement for students.
- The time frame is recommended to follow the formal performance review process and should take no more than 2 hours.
- District personnel can require a formal, traditional performance review using the on-site process, conducted by an outside district team, if they have concerns about the performance of a specific program or if significant changes have been made in the counseling team personnel.
- Charter schools should arrange with neighboring charters and/or district leadership for their location.

Interim review reports are submitted electronically via email to a USBE School Counseling Program Specialist and are **due by May 1**.

Checklist	Description	YES	NO
Annual Self-Evaluation	The school counseling program participates in the annual self-evaluation, standards are being met and the department has created program goals for improvement.		
Professional Development	All counseling team members and administrators participate in USBE sponsored Updates and Essentials to support the integration of the Utah K-12 Comprehensive School Counseling Program with school improvement goals.		
Program at a Glance	The school counseling team has completed the program at a glance document. This document outlines program strengths, areas of improvement, and measurable student outcome goals that align to school improvement goals.		
Data Projects	Data projects relate to school needs and goals, are systemic in practice, and are aligned with school improvement goals. The school counseling program's outcome focus in the areas of access, attainment, and achievement.		
Counselor Membership	At least one member of the counseling team is a member of the American School Counseling Association (ASCA) to support the site-based Utah K-12 Comprehensive School Counseling Program. In small districts or schools, at least one member per district is a member of ASCA and can share the materials with other school counselors during district sharing and training.		
Electronic Working Files	The electronic working files provide clearly defined evidence that fully supports program implementation and the ratings indicated in the Performance Self-Evaluation.		

Additional Comments:

This form is to be filled out by the district CTE/School Counseling Director. By completing the below information, the CTE/School Counseling Director certifies the Utah K-12 Comprehensive School Counseling Program interim review procedure has occurred under his/her direction. This document is the only form that must be submitted to the USBE School Counseling Specialist. Please keep a copy for your records.

Date:

School:

District/LEA:

School Phone:

School Address:

CTE/School Counseling Director:

CTE/School Counseling Director Email:

School Administrator:

School Administrator Email:

Counseling Department Chair:

Counseling Department Chair Email:

Counselors:

Counselor Email: