

- 1. Enter the activity into the "Activity or Task" column for the corresponding time and day of the week.
- 2. If you did more than one activity in a 15-minute timeframe, record the activity where you spent the majority of time.
- 3. In the columns next to each activity, place an X under the category that aligns with your activity. Do not mark more than one category.
- 4. If you take a **duty-free lunch break** or any other **duty-free break**, do not mark an X in any category for this time.
- 5. Do not use any other mark in the columns! You must record an X.
- 6. The spreadsheet will count your activities each day and calculate percent of time in each category.
- 7. The spreadsheet will also calculate your percent of time for the week and will report that data in the "Charts" tab.
- 8. The "Sample" tab displays how one day will look after entering activities and Xs to designate category.
- 9. Because there are formulas in the spreadsheets, do not alter any part of the Use-of-Time Calculator in any way.

| Time frame   | O AMERIC         |                                     | Date:       |                           |            |  |   |  |                                    |
|--|------------------|-------------------------------------|-------------|---------------------------|------------|--|---|--|------------------------------------|
| 7.7-15 a.m.  |                  | O L<br>LOR<br>FION                  | Dire        | ect Student Serv          | ices       | Student                                      |   |  | Non-School-<br>Counseling<br>Tasks |
| Tide-730 a.m.  | Time frame       | Activity or Task                    | Instruction | Appraisal &<br>Advisement | Counseling | Referrals/<br>Consultation/<br>Collaboration | Defining,<br>Managing,<br>Assessing<br>Activities | Fair-Share<br>Responsibility<br>Activities | -Non-School<br>Counseling<br>Tasks |
| 17.31-7.45 a.m.   data collection  | 7-7:15 a.m.      | parent conference 5th grade student |             |                           |            | х  |   |  |                                    |
| 7.46-8 a.m.  | 7:16-7:30 a.m.   | parent conference 5th grade student |             |                           |            | ×  |   |  |                                    |
| ### ### ### ### ### ### ### ### ### ##   | 7:31-7:45 a.m.   | data collection                     |             |                           |            |  | ×   |  |                                    |
| ### ### ### ### ### ### ### ### ### ##   | 7:46-8 a.m.      | data collection                     |             |                           |            |  | х   |  |                                    |
| ### ### #### #########################   | 8:01-8:15 a.m.   | data collection                     |             |                           |            |  | х   |  |                                    |
| ### 846-9 a.m.   ### 5th grade career lesson (Smith)   ### 901-915 a.m.   ### 5th grade career lesson (Smith)   ### 901-915 a.m.   ### 5th grade career lesson (Smith)   ### 916-930 a.m.   ### 5th grade career lesson (Jones)   ### 918-930 a.m.   ### 5th grade career lesson (Jones)   ### 1091-1015 a.m.   ### 5th grade career lesson (Jones)   ### 1091-1015 a.m.   ### 5th grade career lesson (Jones)   ### 1091-1015 a.m.   ### 5th grade career lesson (Jones)   ### 1091-1015 a.m.   ### 5th grade career lesson (Jones)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 1101-1015 a.m.   ### 5th grade career lesson (Johnson)   ### 1101-1015 a.m.   ### 1101-10 | 8:16-8:30 a.m.   | data collection                     |             |                           |            |  | х   |  |                                    |
| Side   3 a.m.   Sth grade career lesson (Smith)   X   Sith grade career lesson (Jones)   X   S   | 8:31-8:45 a.m.   | data collection                     |             |                           |            |  | х   |  |                                    |
| 9:01-9:15 a.m.   |                  | 5th grade career lesson (Smith)     | х           |                           |            |  |   |  |                                    |
| 9:31-9:45 a.m.   | 9:01-9:15 a.m.   | 5th grade career lesson (Smith)     | Х           |                           |            |  |   |  |                                    |
| 9:46-10 a.m.         5th grade career lesson (Jones)         x           1:09:1-0:15 a.m.         5th grade career lesson (Jones)         x           1:01:1-0:15 a.m.         Student 2nd goal check         X           1:04:1-11 a.m.         K lunch duty         X           1:04:1-11:15 a.m.         K lunch duty         X           1:1:16-11:30 a.m.         K lunch duty         X           1:1:16-11:30 a.m.         Sth grade career lesson (Johnson)         X           1:1:45 a.mNoon         Sth grade career lesson (Johnson)         X           1:2:0-1:2:15 p.m.         Sth grade career lesson (Martin)         X           1:2:1-1:2:45 p.m.         Sth grade career lesson (Martin)         X           1:2:1-1:2:5 p.m.         Student 4th family issue         X           1:01-1:15 p.m.         Student 4th family issue         X <td>9:16-9:30 a.m.</td> <td>5th grade career lesson (Smith)</td> <td>х</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>   | 9:16-9:30 a.m.   | 5th grade career lesson (Smith)     | х           |                           |            |  |   |  |                                    |
| 100-1-0-15 a.m.   5th grade career lesson (Jones)   X  | 9:31-9:45 a.m.   | 5th grade career lesson (Jones)     | Х           |                           |            |  |   |  |                                    |
| 10:16-10:30 a.m.   Student 2nd goal check   X   X  | 9:46-10 a.m.     | 5th grade career lesson (Jones)     | Х           |                           |            |  |   |  |                                    |
| 10:16-10:30 a.m.   Student 2nd goal check   X   X  | 10:01-10:15 a.m. | 5th grade career lesson (Jones)     |             | х                         |            |  |   |  |                                    |
| 10:31-10:45 a.m.   Student 2nd goal check   X  |                  |                                     |             | х                         |            |  |   |  |                                    |
| 10:46-11 a.m.       K lunch duty         11:01-11:15 a.m.       K lunch duty         11:16-11:30 a.m.       K lunch duty         11:45 a.m.       5th grade career lesson (Johnson)         11:45 a.mNoon       5th grade career lesson (Johnson)         12:01-12:15 p.m.       5th grade career lesson (Martin)         12:16-12:30 p.m.       5th grade career lesson (Martin)         12:21-12:45 p.m.       5th grade career lesson (Martin)         12:46-1 p.m.       Student 4th family issue         1:01-1:15 p.m.       Student 4th family issue         1:13-1:45 p.m.       3rd gr group study skills         1:31-1:45 p.m.       3rd gr group study skills         1:31-1:45 p.m.       3rd gr group study skills         1:31-1:45 p.m.       parent conference student 4th         2:16-2:30 p.m.       parent conference student 4th         2:16-2:30 p.m.       parent conference student 4th         2:31-2:45 p.m.       parent conference student 4th <td< td=""><td></td><td>-</td><td></td><td>Х</td><td></td><td></td><td></td><td></td><td></td></td<>   |                  | -                                   |             | Х                         |            |  |   |  |                                    |
| 11:01-11:15 a.m.       K lunch duty         11:31-11:45 a.m.       Sth grade career lesson (Johnson)         11:33-11:45 a.m.       Sth grade career lesson (Johnson)         11:45 a.mNoon       Sth grade career lesson (Johnson)         12:01-12:15 p.m.       Sth grade career lesson (Martin)         12:16-12:30 p.m.       Sth grade career lesson (Martin)         12:31-12:45 p.m.       Student 4th family issue         1:01-1:15 p.m.       Student 4th family issue         1:01-1:15 p.m.       Student 4th family issue         1:16-1:30 p.m.       3rd gr group study skills         1:31-145 p.m.       3rd gr group study skills         1:31-145 p.m.       3rd gr group study skills         1:31-125 p.m.       parent conference student 4th         2:16-2:30 p.m.       parent conference student 4th         2:16-3:30 p.m.       Car duty         3:13-3:15 p.m.       Car duty         3:13-3:45 p.m.       Car duty         3:33-3:45 p.m.       Car duty         3:46-4 p.m.       To Totals     <  |                  |                                     |             |                           |            |  |   |  | Х                                  |
| 11:16-11:30 a.m.       K lunch duty         11:31-11:45 a.m.       5th grade career lesson (Johnson)         12:31-12:15 p.m.       5th grade career lesson (Johnson)         12:31-12:15 p.m.       5th grade career lesson (Montin)         12:31-12:45 p.m.       5th grade career lesson (Martin)         12:31-12:45 p.m.       5th grade career lesson (Martin)         12:31-12:45 p.m.       5th grade career lesson (Martin)         12:31-12:45 p.m.       5tudent 4th family issue         1:01-1:15 p.m.       5tudent 4th family issue         1:01-1:15 p.m.       3rd gr group study skills         1:31-1:45 p.m.       3rd gr group study skills         1:46-2 p.m.       3rd gr group study skills         1:46-2 p.m.       3rd gr group study skills         2:01-2:15 p.m.       parent conference student 4th         2:16-2:30 p.m.       parent conference student 4th         2:31-2:45 p.m.       parent conference student 4th         2:31-2:45 p.m.       parent conference student 4th         2:31-3:45 p.m.       Email check         3:01-3:15 p.m.       Car duty         3:16-3:30 p.m.       Car duty         3:31-3:45 p.m.       Car duty         3:46-4 p.m.       To Totals   |                  | •                                   |             |                           |            |  |   |  | Х                                  |
| 11:31-11:45 a.m.       5th grade career lesson (Johnson)       x         12:01-12:15 p.m.       5th grade career lesson (Johnson)       x         12:01-12:15 p.m.       5th grade career lesson (Martin)       x         12:31-12:45 p.m.       5th grade career lesson (Martin)       x         12:46-12 p.m.       5tudent 4th family issue       x         1:01-1:15 p.m.       Student 4th family issue       x         1:01-1:15 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:01-2:19 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:46-4 p.m.       Totals       10       3       5       5   |                  | K lunch duty                        |             |                           |            |  |   |  | Х                                  |
| 12:01-12:15 p.m.   Sth grade career lesson (Johnson)   X   | 11:31-11:45 a.m. | 5th grade career lesson (Johnson)   | х           |                           |            |  |   |  |                                    |
| 12:16-12:30 p.m.       5th grade career lesson (Martin)       x         12:31-12:45 p.m.       5th grade career lesson (Martin)       x         12:46-1 p.m.       Student 4th family issue       x         1:01-1:15 p.m.       Student 4th family issue       x         1:16-1:30 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       TOTALS       10       3       5       5       6       3  | 11:45 a.mNoon    | 5th grade career lesson (Johnson)   | Х           |                           |            |  |   |  |                                    |
| 12:16-12:30 p.m.       5th grade career lesson (Martin)       x         12:31-12:45 p.m.       5th grade career lesson (Martin)       x         12:46-1 p.m.       Student 4th family issue       x         1:01-1:15 p.m.       Student 4th family issue       x         1:16-1:30 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         1:46-2 p.m.       parent conference student 4th       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3         TOTALS       10       3       5       5       6       3  | 12:01-12:15 p.m. | 5th grade career lesson (Johnson)   | х           |                           |            |  |   |  |                                    |
| 12:31-12:45 p.m.       5th grade career lesson (Martin)       x         12:46-1 p.m.       Student 4th family issue       x         1:01-1:15 p.m.       Student 4th family issue       x         1:16-1:30 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3  |                  | 5th grade career lesson (Martin)    | Х           |                           |            |  |   |  |                                    |
| 12:46-1 p.m.       Student 4th family issue       x         1:01-1:15 p.m.       Student 4th family issue       x         1:16-1:30 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3  |                  |                                     |             |                           |            |  |   |  |                                    |
| 1:01-1:15 p.m.       Student 4th family issue       x         1:16-1:30 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3  |                  |                                     |             |                           | х          |  |   |  |                                    |
| 1:16-1:30 p.m.       3rd gr group study skills       x         1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3  |                  | Student 4th family issue            |             |                           | х          |  |   |  |                                    |
| 1:31-1:45 p.m.       3rd gr group study skills       x         1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3   | ·                | 3rd gr group study skills           |             |                           | х          |  |   |  |                                    |
| 1:46-2 p.m.       3rd gr group study skills       x         2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3  |                  |                                     |             |                           | х          |  |   |  |                                    |
| 2:01-2:15 p.m.       parent conference student 4th       x         2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3  |                  |                                     |             |                           |            |  |   |  |                                    |
| 2:16-2:30 p.m.       parent conference student 4th       x         2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       TOTALS       10       3       5       5       6       3       3  |                  |                                     |             |                           |            | Х  |   |  |                                    |
| 2:31-2:45 p.m.       parent conference student 4th       x         2:46-3 p.m.       Email check       x         3:01-3:15 p.m.       Car duty       x         3:16-3:30 p.m.       Car duty       x         3:31-3:45 p.m.       Car duty       x         3:46-4 p.m.       10       3       5       5       6       3       3  |                  |                                     |             |                           |            |  |   |  |                                    |
| 2:46-3 p.m.         Email check         X           3:01-3:15 p.m.         Car duty         X           3:16-3:30 p.m.         Car duty         X           3:31-3:45 p.m.         Car duty         X           3:46-4 p.m.         TOTALS         10         3         5         5         6         3         3  |                  | <u>'</u>                            |             |                           |            |  |   |  |                                    |
| 3:01-3:15 p.m.   |                  | •                                   |             |                           |            |  | х   |  |                                    |
| 3:16-3:30 p.m.   |                  |                                     |             |                           |            |  |   | х  |                                    |
| 3:31-3:45 p.m. Car duty X  3:46-4 p.m. TOTALS 10 3 5 5 6 3   |                  |                                     |             |                           |            |  |   |  |                                    |
| 3:46-4 p.m.  TOTALS  10 3 5 5 6 3 3  |                  |                                     |             |                           |            |  |   |  |                                    |
| TOTALS 10 3 5 5 6 3  |                  | ·                                   |             |                           |            |  |   |  |                                    |
|  |                  |                                     | 10          | 3                         | 5          | 5  | 6   | 3  | 3                                  |
| 25/0 5/0 17/0 17/0 5/0 5   |                  |                                     |             |                           |            |  |   |  | 9%                                 |
| % per category 51% 14% 26% 9   |                  |                                     | 23/0        |                           | 1-7/0      |  |   |  | 9%                                 |

100% 100%

| o O o AMERICA                               | School Counsel                        | or Name:                |                           |            |  | Date:   |  |                                    |
|---|---------------------------------------|-------------------------|---------------------------|------------|--|---|--|------------------------------------|
| A M E R I C A S C H O O COUNSELO ASSOCIATIO | O L<br>OR<br>ON                       | Direct Student Services |                           |            | Indirect<br>Student<br>Services              | Program Planning and School<br>Support            |  | Non-School-<br>Counseling<br>Tasks |
| Time frame                                  | Activity or Task                      | Instruction             | Appraisal &<br>Advisement | Counseling | Referrals/<br>Consultation/<br>Collaboration | Defining,<br>Managing,<br>Assessing<br>Activities | Fair-Share<br>Responsibility<br>Activities | -Non-School<br>Counseling<br>Tasks |
| 7-7:15 a.m.                                 |                                       |                         |                           |            |  |   |  |                                    |
| 7:16-7:30 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 7:31-7:45 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 7:46-8 a.m.                                 |                                       |                         |                           |            |  |   |  |                                    |
| 8:01-8:15 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 8:16-8:30 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 8:31-8:45 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 8:46-9 a.m.                                 |                                       |                         |                           |            |  |   |  |                                    |
| 9:01-9:15 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 9:16-9:30 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 9:31-9:45 a.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 9:46-10 a.m.                                |                                       |                         |                           |            |  |   |  |                                    |
| 10:01-10:15 a.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 10:16-10:30 a.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 10:31-10:45 a.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 10:46-11 a.m.<br>11:01-11:15 a.m.           |                                       |                         |                           |            |  |   |  |                                    |
| 11:16-11:30 a.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 11:31-11:45 a.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 11:45 a.mNoon                               |                                       |                         |                           |            |  |   |  |                                    |
| 12:01-12:15 p.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 12:16-12:30 p.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 12:31-12:45 p.m.                            |                                       |                         |                           |            |  |   |  |                                    |
| 12:46-1 p.m.                                |                                       |                         |                           |            |  |   |  |                                    |
| 1:01-1:15 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 1:16-1:30 p.m.                              | · · · · · · · · · · · · · · · · · · · |                         |                           |            |  |   |  |                                    |
| 1:31-1:45 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 1:46-2 p.m.                                 |                                       |                         |                           |            |  |   |  |                                    |
| 2:01-2:15 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 2:16-2:30 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 2:31-2:45 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 2:46-3 p.m.                                 |                                       |                         |                           |            |  |   |  |                                    |
| 3:01-3:15 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 3:16-3:30 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 3:31-3:45 p.m.                              |                                       |                         |                           |            |  |   |  |                                    |
| 3:46-4 p.m.                                 |                                       | _                       | _                         | _          | _  |   | -  | _                                  |
| TOTALS                                      |                                       | 0                       | 0                         | 0          | 0  | 0   | 0  | 0                                  |
| % per topic                                 |                                       |                         | 00/                       |            |  |   | 2/   |                                    |
| % per category                              |                                       |                         | 0%                        |            |  | 0   | %  |                                    |

| SCHOOL STOCK Stockers   Program Flanning and School Commission   Services   Services   Services   Program Flanning and School Commission   Program Flanning and School Commi | OO AMERICA                    | School Counsel   | or Name:   |                           |            |  | Date:                                    | 1  |                                    |
|--|-------------------------------|------------------|------------|---------------------------|------------|--|--|--|------------------------------------|
| 7-715 am.  7-16-730 am.  7-16-730 am.  7-46-8 am.  81-6-830 am.  81-6-830 am.  81-6-830 am.  91-9-915 am.  91-9-910 am.  91-9-910 am.  91-9-910 am.  10-11-115 am.  11-11-115 am. | S C H O O COUNSELO ASSOCIATIO | COUNSELOR        |            | Direct Student Services   |            |  |  |  | Non-School-<br>Counseling<br>Tasks |
| 7-715 am.  7-16-730 am.  7-16-730 am.  7-46-8 am.  81-6-830 am.  81-6-830 am.  81-6-830 am.  91-9-915 am.  91-9-910 am.  91-9-910 am.  91-9-910 am.  10-11-115 am.  11-11-115 am. | Time frame                    | Activity or Task | nstruction | Appraisal &<br>Advisement | Counseling | Referrals/<br>Consultation/<br>Collaboration | Defining, Managing, Assessing Activities | -air-Share<br>Responsibility<br>Activities | -Non-School<br>Counseling<br>Tasks |
| 7:317-45 a.m. 7:48-8 a.m. 8:16-8:30 a.m. 8:16-8:30 a.m. 8:16-8:30 a.m. 8:16-8:30 a.m. 9:16-9:30 a.m. 9:16-10 a.m. 10:10:10:15 a.m. 10:10:10:30 a.m. 10:10:30 a.m. 10:30 a.m. 10: | 7-7:15 a.m.                   |                  | _          |                           |            | 200  |  |  | 101                                |
| 7.468 a.m. 8.01.815 a.m. 8.01.815 a.m. 8.01.815 a.m. 8.02.815 a.m. 8.03.815 a.m. 8.03.815 a.m. 8.03.815 a.m. 8.03.815 a.m. 8.03.915 a.m. 9.01-915 a.m. 1.01-1.015 a.m. 1.0 | 7:16-7:30 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 8:16-8:30 a.m. 8:16-8:30 a.m. 8:16-8:30 a.m. 8:16-9:30 a.m. 9:31-9:45 a.m. 9:31-10:45 a.m. 10:31-10:45  | 7:31-7:45 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 8:16-8:30 a.m. 8:31-8:45 a.m. 8:31-8:45 a.m. 9:01-9:15 a.m. 9:16-9:30 a.m. 9:16-9:30 a.m. 9:31-9:45 a.m. 9:31-9 | 7:46-8 a.m.                   |                  |            |                           |            |  |  |  |                                    |
| 8318-45 a.m. 8346-9 a.m. 910-1915 a.m. 9116-930 a.m. 9318-945 a.m. 946-10 a.m. 1001-1015 a.m. 1016-1030 a.m. 1016-1030 a.m. 1016-1030 a.m. 1011-1115 a.m. 1116-1130 a.m. 11 | 8:01-8:15 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 846-9 a.m. 901-915 a.m 901-915 a.m 916-930 a.m. 931-945 a.m. 946-10 a.m. 1001-1015 a.m. 1001-1015 a.m. 1011-1015 a.m. 1011-1015 a.m. 1031-1045 a.m. 1031-1045 a.m. 1031-1045 a.m. 1031-1045 a.m. 1031-1145 a.m. 1131-1145 a.m. 1131-114 | 8:16-8:30 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 9:10-9:15 a.m. 9:10-9:13 a.m. 9:31-9:45 a.m. 9:31-10:15 a.m. 9:31-10:1 | 8:31-8:45 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 9:16-9:30 a.m. 9:31-9:45 a.m. 9:31-9:45 a.m. 9:46-10 a.m. 10:16-10:30 a.m. 10:16-10:30 a.m. 10:16-10:30 a.m. 10:16-10:30 a.m. 10:31-10:45 a.m. 10:46-11 a.m. 11:16-11:30 a.m. 11:16-11:30 a.m. 11:16-11:30 a.m. 11:31-11:45 a.m. 11:31-11:45 a.m. 11:32 a.m. 11:32 a.m. 12:31-12:45 p.m. 12:31-12:45 p.m. 12:31-12:45 p.m. 12:31-12:45 p.m. 13:31-14:5 p.m. 13:31-31:5 p.m. 13 | 8:46-9 a.m.                   |                  |            |                           |            |  |  |  |                                    |
| 9:31-9:45 a.m. 9:46-10 a.m. 10:01-10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:11:15 a.m. 11:10:11:15 a.m. 11:10:10 a.m. | 9:01-9:15 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 9:46-10 a.m.  10:01-10:15 a.m.  10:10-10:30 a.m.  10:10-10:15 a.m.  10:10-10:10 a.m. | 9:16-9:30 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 10:01-10:15 a.m. 10:16-10:30 a.m. 10:31-10:45 a.m. 10:46-11 a.m. 11:46-11 a.m. 11:10-11:15 a.m. 11:16-11:30 a.m. 11:16-11:30 a.m. 11:31-11:45 a.m. 11:32-11:45 a.m. 11:45 a.m. 1 | 9:31-9:45 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 10:16-10:30 a.m. 10:31-10:45 a.m. 10:31-10:45 a.m. 10:46-11 a.m. 11:16-11:30 a.m. 11:16-11: | 9:46-10 a.m.                  |                  |            |                           |            |  |  |  |                                    |
| 10:31-10:45 a.m. 10:46-11 a.m. 11:01-11:15 a.m. 11:101-11:15 a.m. 11:11:11-11:30 a.m. 11:131-11:45 a.m. 11:131-11:45 a.m. 11:131-11:45 a.m. 11:145 a.m. 11:145 a.m. 11:15 a.m. 11:15 a.m. 11:15 a.m. 11:15 a.m. 11:15 a.m. 11:16-12:10 p.m. 11:16-12:10 p.m. 11:16-12:10 p.m. 11:16-13:10 p.m. 11:16-13 | 10:01-10:15 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 10:46-11 a.m. 11:01-11:15 a.m. 11:16-11:30 a.m. 11:31-14:5 a.m. 11:31-14:5 a.m. 11:31-14:5 a.m. 11:31-14:5 a.m. 12:16-12:30 p.m. 12:16-12:15 p.m. 12:16-12:10 p.m. 13:13-13-13 p.m. 13:13-13-13 p.m. 13:13-13-13 p.m. 13:13-13-13 p.m. 13:13-13-15 p.m. 13:16-13 p.m. 13:1 | 10:16-10:30 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 11:01-11:15 a.m. 11:16-11:30 a.m. 11:16- | 10:31-10:45 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 11:16-11:30 a.m.  11:31-11:45 a.m.  11:45 a.m.Noon  12:01-12:15 p.m.  12:16-12:30 p.m.  12:16-12:30 p.m.  1:10-11:15 p.m.  1:10-11:15 p.m.  1:10-11:15 p.m.  1:146-130 p.m.  1:146-130 p.m.  1:15-130 p.m | 10:46-11 a.m.                 |                  |            |                           |            |  |  |  |                                    |
| 11:31-11:45 a.m.  11:45 a.mNoon  12:01-12:15 p.m.  12:16-12:30 p.m.  12:16-12:30 p.m.  12:16-13:0 p.m.  12:16-13:0 p.m.  13:1-145 p.m.  13:   | 11:01-11:15 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 11:45 a.mNoon 12:01-12:15 p.m. 12:16-12:30 p.m. 12:16-12:30 p.m. 12:46-1 p.m. 12:16-13:0 p.m. 12:16-13:0 p.m. 13:1-145 p.m. 13:1-145 p.m. 13:1-145 p.m. 13:1-15   | 11:16-11:30 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 12:01-12:15 p.m.  12:16-12:30 p.m.  12:31-12:45 p.m.  12:46-1 p.m.  1:10-1:15 p.m.  1:16-1:30 p.m.  1:146-2 p.m.  1:20-12:15  |                               |                  |            |                           |            |  |  |  |                                    |
| 12:16-12:30 p.m.  12:46-1 p.m.  1:01-1:15 p.m.  1:16-1:30 p.m.  1:146-2 p.m.  1:20-2:15 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  3:16-3:30 p.m.   |                               |                  |            |                           |            |  |  |  |                                    |
| 12:31-12:45 p.m.  12:46-1 p.m.  1:01-1:15 p.m.  1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:31-2:45 p.m.  3:31-3:45 p.m.  3:31-3:45 p.m.  3:31-3:45 p.m.  3:46-4 p.m.  10TALS  10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 12:46-1 p.m.  1:01-1:15 p.m.  1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  3:01-3:15 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:31-3:45 p.m.  3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 1:01-1:15 p.m.  1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:46-3 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.   |                               |                  |            |                           |            |  |  |  |                                    |
| 1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:46-3 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:46-3 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.   |                               |                  |            |                           |            |  |  |  |                                    |
| 1:46-2 p.m. 2:01-2:15 p.m. 2:16-2:30 p.m. 2:31-2:45 p.m. 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 2:01-2:15 p.m. 2 2:16-2:30 p.m. 2 2:31-2:45 p.m. 2 2:46-3 p.m. 3 2:46-3 p.m. 3 3:01-3:15 p.m. 3 3:16-3:30 p.m. 3 3:31-3:45 p.m. 3 3:46-4 p.m. 7 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 2:16-2:30 p.m. 2:31-2:45 p.m. 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 2:31-2:45 p.m. 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS  0 0 0 0 0 0 0 0 % per topic   |                               |                  |            |                           |            |  |  |  |                                    |
| 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0  % per topic  | <u> </u>                      |                  | 1          |                           |            |  |  |  |                                    |
| 3:31-3:45 p.m. 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0  % per topic   |                               |                  |            |                           |            |  |  |  |                                    |
| 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0  % per topic  |                               |                  |            |                           |            |  |  |  |                                    |
| TOTALS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| % per topic  |                               |                  | 0          | 0                         | 0          | 0  | 0  | 0  | 0                                  |
|  |                               |                  |            | -                         | -          |  |  |  | -                                  |
|  | % per category                |                  |            | 0%                        |            |  | _ 0                                      | %  |                                    |

| O AMERIC.                          | School Counsel                               | or Name:    |                         |            |  | Date:   |  |                                    |
|------------------------------------|--|-------------|-------------------------|------------|--|---|--|------------------------------------|
| S C H O C<br>COUNSELO<br>ASSOCIATI | A M E R I C A N SCHOOL COUNSELOR ASSOCIATION |             | Direct Student Services |            |  | Program Planning and School<br>Support            |  | Non-School-<br>Counseling<br>Tasks |
| Time frame                         | Activity or Task                             | Instruction | Appraisal & Advisement  | Counseling | Referrals/<br>Consultation/<br>Collaboration     | Defining,<br>Managing,<br>Assessing<br>Activities | Fair-Share<br>Responsibility<br>Activities | -Non-School<br>Counseling<br>Tasks |
| 7-7:15 a.m.                        |  | _           |                         |            |  |   |  | , , ,                              |
| 7:16-7:30 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 7:31-7:45 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 7:46-8 a.m.                        |  |             |                         |            |  |   |  |                                    |
| 8:01-8:15 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 8:16-8:30 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 8:31-8:45 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 8:46-9 a.m.                        |  |             |                         |            |  |   |  |                                    |
| 9:01-9:15 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 9:16-9:30 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 9:31-9:45 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 9:46-10 a.m.                       |  |             |                         |            |  |   |  |                                    |
| 10:01-10:15 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 10:16-10:30 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 10:31-10:45 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 10:46-11 a.m.                      |  |             |                         |            |  |   |  |                                    |
| 11:01-11:15 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 11:16-11:30 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 11:31-11:45 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 11:45 a.mNoon                      |  |             |                         |            |  |   |  |                                    |
| 12:01-12:15 p.m.                   |  |             |                         |            |  |   |  |                                    |
| 12:16-12:30 p.m.                   |  |             |                         |            |  |   |  |                                    |
| 12:31-12:45 p.m.                   |  |             |                         |            |  |   |  |                                    |
| 12:46-1 p.m.                       |  |             |                         |            |  |   |  |                                    |
| 1:01-1:15 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 1:16-1:30 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 1:31-1:45 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 1:46-2 p.m.                        |  |             |                         |            |  |   |  |                                    |
| 2:01-2:15 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 2:16-2:30 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 2:31-2:45 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 2:46-3 p.m.                        |  |             |                         |            |  |   |  |                                    |
| 3:01-3:15 p.m.                     |  |             |                         |            | 1  |   |  |                                    |
| 3:16-3:30 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 3:31-3:45 p.m.                     |  |             |                         |            |  |   |  |                                    |
|                                    |  |             |                         |            |  |   |  |                                    |
| 3:46-4 p.m.                        |  | 0           | 0                       | 0          | 0  | 0   | 0  | 0                                  |
| TOTALS                             |  | + -         | "                       | "          | <del>-                                    </del> | "   | <u> </u>                                   | <u> </u>                           |
| % per topic                        |  |             | 0%                      |            |  | 0%  |  |                                    |
| % per category                     |  |             | <u> </u>                |            |  | U   | 70   |                                    |

| SCHOOL STOCK Stockers   Program Flanning and School Commission   Services   Services   Services   Program Flanning and School Commission   Program Flanning and School Commi | OO AMERICA                    | School Counsel   | or Name:   |                           |            |  | Date:                                    | 1  |                                    |
|--|-------------------------------|------------------|------------|---------------------------|------------|--|--|--|------------------------------------|
| 7-715 am.  7-16-730 am.  7-16-730 am.  7-46-8 am.  81-6-830 am.  81-6-830 am.  81-6-830 am.  91-9-915 am.  91-9-910 am.  91-9-910 am.  91-9-910 am.  10-11-115 am.  11-11-115 am. | S C H O O COUNSELO ASSOCIATIO | COUNSELOR        |            | Direct Student Services   |            |  |  |  | Non-School-<br>Counseling<br>Tasks |
| 7-715 am.  7-16-730 am.  7-16-730 am.  7-46-8 am.  81-6-830 am.  81-6-830 am.  81-6-830 am.  91-9-915 am.  91-9-910 am.  91-9-910 am.  91-9-910 am.  10-11-115 am.  11-11-115 am. | Time frame                    | Activity or Task | nstruction | Appraisal &<br>Advisement | Counseling | Referrals/<br>Consultation/<br>Collaboration | Defining, Managing, Assessing Activities | -air-Share<br>Responsibility<br>Activities | -Non-School<br>Counseling<br>Tasks |
| 7:31-7:45 a.m. 7:46-8 a.m. 816-8:30 a.m. 816-8:30 a.m. 816-8:30 a.m. 910-9:15 a.m. 910-9:15 a.m. 916-9:30 a.m. 916-9:30 a.m. 916-9:30 a.m. 916-9:30 a.m. 916-9:30 a.m. 916-10 a.m. 100-1:10:15 a.m. 101-1:10:30 a.m. 101-1:10:30 a.m. 101-1:10:30 a.m. 101-1:15 a.m. 11:16-1:30 a.m. 11:16-1:3 | 7-7:15 a.m.                   |                  | _          |                           |            | 200  |  |  | 101                                |
| 7.468 a.m. 8.01.815 a.m. 8.01.815 a.m. 8.01.815 a.m. 8.02.815 a.m. 8.03.815 a.m. 8.03.815 a.m. 8.03.815 a.m. 8.03.815 a.m. 8.03.915 a.m. 9.01-915 a.m. 1.01-1.015 a.m. 1.0 | 7:16-7:30 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 8:16-8:30 a.m. 8:16-8:30 a.m. 8:16-8:30 a.m. 8:16-9:30 a.m. 9:31-9:45 a.m. 9:31-10:45 a.m. 10:31-10:45  | 7:31-7:45 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 8:16-8:30 a.m. 8:31-8:45 a.m. 8:31-8:45 a.m. 9:01-9:15 a.m. 9:16-9:30 a.m. 9:16-9:30 a.m. 9:31-9:45 a.m. 9:31-9 | 7:46-8 a.m.                   |                  |            |                           |            |  |  |  |                                    |
| 8318-45 a.m. 8346-9 a.m. 910-1915 a.m. 9116-930 a.m. 9318-945 a.m. 946-10 a.m. 1001-1015 a.m. 1016-1030 a.m. 1016-1030 a.m. 1016-1030 a.m. 1011-1115 a.m. 1116-1130 a.m. 11 | 8:01-8:15 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 846-9 a.m. 901-915 a.m 901-915 a.m 916-930 a.m. 931-945 a.m. 946-10 a.m. 1001-1015 a.m. 1001-1015 a.m. 1011-1015 a.m. 1011-1015 a.m. 1031-1045 a.m. 1031-1045 a.m. 1031-1045 a.m. 1031-1045 a.m. 1031-1145 a.m. 1131-1145 a.m. 1131-114 | 8:16-8:30 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 9:10-9:15 a.m. 9:10-9:13 a.m. 9:31-9:45 a.m. 9:31-10:15 a.m. 9:31-10:1 | 8:31-8:45 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 9:16-9:30 a.m. 9:31-9:45 a.m. 9:31-9:45 a.m. 9:46-10 a.m. 10:16-10:30 a.m. 10:16-10:30 a.m. 10:16-10:30 a.m. 10:16-10:30 a.m. 10:31-10:45 a.m. 10:46-11 a.m. 11:16-11:30 a.m. 11:16-11:30 a.m. 11:16-11:30 a.m. 11:31-11:45 a.m. 11:31-11:45 a.m. 11:32 a.m. 11:32 a.m. 12:31-12:45 p.m. 12:31-12:45 p.m. 12:31-12:45 p.m. 12:31-12:45 p.m. 13:31-14:5 p.m. 13:31-31:5 p.m. 13 | 8:46-9 a.m.                   |                  |            |                           |            |  |  |  |                                    |
| 9:31-9:45 a.m. 9:46-10 a.m. 10:01-10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:10:15 a.m. 10:10:11:15 a.m. 11:10:11:15 a.m. 11:10:10 a.m. | 9:01-9:15 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 9:46-10 a.m.  10:01-10:15 a.m.  10:10-10:30 a.m.  10:10-10:15 a.m.  10:10-10:10 a.m. | 9:16-9:30 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 10:01-10:15 a.m. 10:16-10:30 a.m. 10:31-10:45 a.m. 10:46-11 a.m. 11:46-11 a.m. 11:10-11:15 a.m. 11:16-11:30 a.m. 11:16-11:30 a.m. 11:31-11:45 a.m. 11:32-11:45 a.m. 11:45 a.m. 1 | 9:31-9:45 a.m.                |                  |            |                           |            |  |  |  |                                    |
| 10:16-10:30 a.m. 10:31-10:45 a.m. 10:31-10:45 a.m. 10:46-11 a.m. 11:16-11:30 a.m. 11:16-11: | 9:46-10 a.m.                  |                  |            |                           |            |  |  |  |                                    |
| 10:31-10:45 a.m. 10:46-11 a.m. 11:01-11:15 a.m. 11:101-11:15 a.m. 11:11:11-11:30 a.m. 11:131-11:45 a.m. 11:131-11:45 a.m. 11:131-11:45 a.m. 11:145 a.m. 11:145 a.m. 11:15 a.m. 11:15 a.m. 11:15 a.m. 11:15 a.m. 11:15 a.m. 11:16-12:10 p.m. 11:16-12:10 p.m. 11:16-12:10 p.m. 11:16-13:10 p.m. 11:16-13 | 10:01-10:15 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 10:46-11 a.m. 11:01-11:15 a.m. 11:16-11:30 a.m. 11:31-14:5 a.m. 11:31-14:5 a.m. 11:31-14:5 a.m. 11:31-14:5 a.m. 12:16-12:30 p.m. 12:16-12:15 p.m. 12:16-12:10 p.m. 13:13-13-13 p.m. 13:13-13-13 p.m. 13:13-13-13 p.m. 13:13-13-13 p.m. 13:13-13-15 p.m. 13:16-13 p.m. 13:1 | 10:16-10:30 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 11:01-11:15 a.m. 11:16-11:30 a.m. 11:16- | 10:31-10:45 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 11:16-11:30 a.m.  11:31-11:45 a.m.  11:45 a.m.Noon  12:01-12:15 p.m.  12:16-12:30 p.m.  12:16-12:30 p.m.  1:10-11:15 p.m.  1:10-11:15 p.m.  1:10-11:15 p.m.  1:146-130 p.m.  1:146-130 p.m.  1:15-130 p.m | 10:46-11 a.m.                 |                  |            |                           |            |  |  |  |                                    |
| 11:31-11:45 a.m.  11:45 a.mNoon  12:01-12:15 p.m.  12:16-12:30 p.m.  12:16-12:30 p.m.  12:16-13:0 p.m.  12:16-13:0 p.m.  13:1-145 p.m.  13:   | 11:01-11:15 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 11:45 a.mNoon 12:01-12:15 p.m. 12:16-12:30 p.m. 12:16-12:30 p.m. 12:46-1 p.m. 12:16-13:0 p.m. 12:16-13:0 p.m. 13:1-145 p.m. 13:1-145 p.m. 13:1-145 p.m. 13:1-15   | 11:16-11:30 a.m.              |                  |            |                           |            |  |  |  |                                    |
| 12:01-12:15 p.m.  12:16-12:30 p.m.  12:31-12:45 p.m.  12:46-1 p.m.  1:10-1:15 p.m.  1:16-1:30 p.m.  1:146-2 p.m.  1:20-12:15  |                               |                  |            |                           |            |  |  |  |                                    |
| 12:16-12:30 p.m.  12:46-1 p.m.  1:01-1:15 p.m.  1:16-1:30 p.m.  1:146-2 p.m.  1:20-2:15 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  3:16-3:30 p.m.   |                               |                  |            |                           |            |  |  |  |                                    |
| 12:31-12:45 p.m.  12:46-1 p.m.  1:01-1:15 p.m.  1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:31-2:45 p.m.  3:31-3:45 p.m.  3:31-3:45 p.m.  3:31-3:45 p.m.  3:46-4 p.m.  10TALS  10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 12:46-1 p.m.  1:01-1:15 p.m.  1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  3:01-3:15 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:31-3:45 p.m.  3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 1:01-1:15 p.m.  1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:46-3 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.   |                               |                  |            |                           |            |  |  |  |                                    |
| 1:16-1:30 p.m.  1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:46-3 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 1:31-1:45 p.m.  1:46-2 p.m.  2:01-2:15 p.m.  2:16-2:30 p.m.  2:31-2:45 p.m.  2:46-3 p.m.  3:01-3:15 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:30 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.  3:16-3:00 p.m.   |                               |                  |            |                           |            |  |  |  |                                    |
| 1:46-2 p.m. 2:01-2:15 p.m. 2:16-2:30 p.m. 2:31-2:45 p.m. 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 2:01-2:15 p.m. 2 2:16-2:30 p.m. 2 2:31-2:45 p.m. 2 2:46-3 p.m. 3 2:46-3 p.m. 3 3:01-3:15 p.m. 3 3:16-3:30 p.m. 3 3:31-3:45 p.m. 3 3:46-4 p.m. 7 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 2:16-2:30 p.m. 2:31-2:45 p.m. 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  |                               |                  |            |                           |            |  |  |  |                                    |
| 2:31-2:45 p.m. 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 2:46-3 p.m. 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| 3:01-3:15 p.m. 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m. TOTALS  0 0 0 0 0 0 0 0 % per topic   |                               |                  |            |                           |            |  |  |  |                                    |
| 3:16-3:30 p.m. 3:31-3:45 p.m. 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0 0  % per topic  | <u> </u>                      |                  | 1          |                           |            |  |  |  |                                    |
| 3:31-3:45 p.m. 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0  % per topic   |                               |                  |            |                           |            |  |  |  |                                    |
| 3:46-4 p.m.  TOTALS  0 0 0 0 0 0 0  % per topic  |                               |                  |            |                           |            |  |  |  |                                    |
| TOTALS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0   |                               |                  |            |                           |            |  |  |  |                                    |
| % per topic  |                               |                  | 0          | 0                         | 0          | 0  | 0  | 0  | 0                                  |
|  |                               |                  |            | -                         | -          |  |  |  | -                                  |
|  | % per category                |                  |            | 0%                        |            |  | _ 0                                      | %  |                                    |

| O AMERIC.                          | School Counsel                               | or Name:    |                         |            |  | Date:   |  |                                    |
|------------------------------------|--|-------------|-------------------------|------------|--|---|--|------------------------------------|
| S C H O C<br>COUNSELO<br>ASSOCIATI | A M E R I C A N SCHOOL COUNSELOR ASSOCIATION |             | Direct Student Services |            |  | Program Planning and School<br>Support            |  | Non-School-<br>Counseling<br>Tasks |
| Time frame                         | Activity or Task                             | Instruction | Appraisal & Advisement  | Counseling | Referrals/<br>Consultation/<br>Collaboration     | Defining,<br>Managing,<br>Assessing<br>Activities | Fair-Share<br>Responsibility<br>Activities | -Non-School<br>Counseling<br>Tasks |
| 7-7:15 a.m.                        |  | _           |                         |            |  |   |  | , , ,                              |
| 7:16-7:30 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 7:31-7:45 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 7:46-8 a.m.                        |  |             |                         |            |  |   |  |                                    |
| 8:01-8:15 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 8:16-8:30 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 8:31-8:45 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 8:46-9 a.m.                        |  |             |                         |            |  |   |  |                                    |
| 9:01-9:15 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 9:16-9:30 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 9:31-9:45 a.m.                     |  |             |                         |            |  |   |  |                                    |
| 9:46-10 a.m.                       |  |             |                         |            |  |   |  |                                    |
| 10:01-10:15 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 10:16-10:30 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 10:31-10:45 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 10:46-11 a.m.                      |  |             |                         |            |  |   |  |                                    |
| 11:01-11:15 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 11:16-11:30 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 11:31-11:45 a.m.                   |  |             |                         |            |  |   |  |                                    |
| 11:45 a.mNoon                      |  |             |                         |            |  |   |  |                                    |
| 12:01-12:15 p.m.                   |  |             |                         |            |  |   |  |                                    |
| 12:16-12:30 p.m.                   |  |             |                         |            |  |   |  |                                    |
| 12:31-12:45 p.m.                   |  |             |                         |            |  |   |  |                                    |
| 12:46-1 p.m.                       |  |             |                         |            |  |   |  |                                    |
| 1:01-1:15 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 1:16-1:30 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 1:31-1:45 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 1:46-2 p.m.                        |  |             |                         |            |  |   |  |                                    |
| 2:01-2:15 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 2:16-2:30 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 2:31-2:45 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 2:46-3 p.m.                        |  |             |                         |            |  |   |  |                                    |
| 3:01-3:15 p.m.                     |  |             |                         |            | 1  |   |  |                                    |
| 3:16-3:30 p.m.                     |  |             |                         |            |  |   |  |                                    |
| 3:31-3:45 p.m.                     |  |             |                         |            |  |   |  |                                    |
|                                    |  |             |                         |            |  |   |  |                                    |
| 3:46-4 p.m.                        |  | 0           | 0                       | 0          | 0  | 0   | 0  | 0                                  |
| TOTALS                             |  | + -         | "                       | "          | <del>-                                    </del> | "   | <u> </u>                                   | <u> </u>                           |
| % per topic                        |  |             | 0%                      |            |  | 0%  |  |                                    |
| % per category                     |  |             | <u> </u>                |            |  | U   | 70   |                                    |

## Instruction Appraisal & Advisement Counseling Referrals/Consultation/Collaboration Defining, Managing, Assessing Activities Fair-Share Responsibility Activities Non-School Counseling Tasks

