

U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20208-5651

HIGH SCHOOL GUIDANCE COUNSELING: 2001

FAST RESPONSE SURVEY SYSTEM

FORM APPROVED
O.M.B. NO.: 1850-0733
EXPIRATION DATE: 7/2002

This survey is authorized by law (P.L. 103-382). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

LABEL

DEFINITIONS FOR THIS SURVEY

Guidance staff – Please include all staff whose primary responsibility is to provide academic, career, or personal/social counseling to high school students.

Vocational courses – Please include high school courses in the following areas: agriculture, business, marketing/distribution, health care, technology/communications, construction, mechanical/repair, precision production (drafting, metals, electricity, etc.), public and protective services, food service/hospitality, child care/education, personal and other services (cosmetology, fashion design, etc.), and transportation/materials moving.

Please provide the following information:

Name of person completing form: _____ Telephone: _____

Title/position: _____ E-Mail: _____

Name of School: _____

Best days and times to reach you (in case of questions): _____

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.

PLEASE RETURN COMPLETED FORM TO:

IF YOU HAVE ANY QUESTIONS, CONTACT:

WESTAT
Attention: 716623 - Parsad
1650 Research Boulevard
Rockville, Maryland 20850

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800-937-8281, ext. 8222
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 1850-0733. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, 1990 K Street, N.W., Washington, D.C. 20006.

1. On a scale of 1 to 4, please rank the extent to which the following goals are currently emphasized by the guidance program at your school. Place "1" beside the goal with the most important emphasis, a "2" beside the goal with the second-most emphasis, and so on through "4" for the goal with the least emphasis. (*Write in rank. Do not duplicate rankings.*)

Goal	Rank (write 1 for the goal with the most emphasis and 4 with the least emphasis)
a. Help students plan and prepare for their work roles after high school ...	_____
b. Help students with personal growth and development.....	_____
c. Help students plan and prepare for postsecondary schooling	_____
d. Help students with their academic achievement in high school	_____

2. For each of the following activities:

- Indicate in **column A** whether the activity is currently available at your school.
- If yes, indicate in **column B**, about what percentage of students in your school participate in each activity at least once during the time period beginning when they start the 11th grade and ending when they leave high school? (*Write in percent. If unsure, give your best estimate. If none, enter "0."*)

Activity	A. Available at school?		B. If yes, what percent of students participated at least once starting in grade 11?
	Yes	No	
a. School courses in career decisionmaking	1	2	_____
b. Occupational information units in subject-matter courses	1	2	_____
c. Exploratory work experience programs (for example, co-op, work study, internship).....	1	2	_____
d. Career days/nights	1	2	_____
e. Vocationally oriented assemblies and speakers in class	1	2	_____
f. Job-site tours or visits (field trips).....	1	2	_____
g. Tours of postsecondary institutions.....	1	2	_____
h. Job shadowing (extended observations of a worker).....	1	2	_____
i. Testing and having tests interpreted for career planning purposes (for example, interest inventories, vocational aptitude tests)	1	2	_____
j. Individual counseling sessions.....	1	2	_____
k. Group guidance/counseling sessions	1	2	_____
l. Training in job seeking skills.....	1	2	_____
m. Use of noncomputerized career information sources	1	2	_____
n. Use of computerized career information sources.....	1	2	_____
o. Use of college catalogs	1	2	_____

3. For each of the following activities:

- Indicate in **column A** whether the activity is available at your school during the current school year.
- If yes, indicate in **column B** whether the activity is required of all high school students, required of some high school students, or not required of any students.

Activity	A. Available at school?		B. If yes, required of which high school students?		
	Yes	No	All	Some	None
a. Regularly scheduled group guidance sessions led by teachers or other school staff.....	1	2	1	2	3
b. A written career plan	1	2	1	2	3
c. A senior project based on the student's career of interest.....	1	2	1	2	3
d. Selection of a career major or path to guide students' selection of courses.....	1	2	1	2	3

4. Indicate in **column A** whether your school currently has each of the following programs or features. If yes, indicate in **column B** its overall effect on your school's ability to deliver guidance services.

Program or feature	A. Have program or feature?		B. If yes, what is the overall effect on ability to deliver guidance services?		
	Yes	No	Mostly negative effect	No effect	Mostly positive effect
a. School-to-Work program	1	2	1	2	3
b. Small learning communities (for example, houses or academies).....	1	2	1	2	3
c. Block scheduling.....	1	2	1	2	3
d. A team approach to career development (for example, among counselors, teachers, and parents).....	1	2	1	2	3
e. Curriculum aligned around career clusters/paths.....	1	2	1	2	3
f. Required state academic assessment for high school graduation.....	1	2	1	2	3

5. Does your school have a written plan for its career guidance program? (Circle one.)
 Yes 1 No 2 (Skip to Question 7.)

6. Does the plan include written standards? (Circle one.)
 Yes 1 No 2

7. Indicate in **column A** the number of full-time and part-time guidance counselors assigned to high school students at your school. Of those assigned, indicated in **column B** the number of counselors that are certified as high school guidance counselors. (Complete each row. If none, write "0".)

Full- or part-time status	A. Number assigned to school	B. Of those assigned, number certified as guidance counselors
a. Full-time high school counselors.....	_____	_____
b. Part-time high school counselors.....	_____	_____

8. How many guidance para-professionals are assigned to high school students in your school? (If none, write "0".) _____ guidance para-professionals

9. For the entire school year, about what percentage of time do all of your school's guidance staff spend delivering guidance services to high school students in the areas listed below? (Circle one on each line.)

Area	Percent of time spent on service				
	5% or less	6-10%	11-20%	21-50%	More than 50%
a. Choice and scheduling of high school courses....	1	2	3	4	5
b. Postsecondary education admissions and selections.....	1	2	3	4	5
c. Occupational choice and career planning.....	1	2	3	4	5
d. Job placement and employability skill development.....	1	2	3	4	5
e. Students' attendance, discipline and other school and personal problems.....	1	2	3	4	5
f. Academic testing.....	1	2	3	4	5
g. Other guidance activities (Please specify.).....	1	2	3	4	5
h. Non-guidance activities (hall/lunch duty, substitute teaching, bus duty, etc.).....	1	2	3	4	5

10. For each of the following topics:

- Indicate in **column A** whether your state or school district provided in-service training or professional development for your school's high school guidance counselors during the past 12 months?
- If yes, indicate in **column B** the number hours of instruction that **you** had on each in-service topic during the past 12 months.

Topic	A. Provided to guidance counselors?		B. If yes, how many hours of instruction did you have?
	Yes	No	
a. Training on state or local career guidance standards/frameworks/models	1	2	_____
b. Training on state or local academic curriculum standards/frameworks or assessments.....	1	2	_____
c. Training on state or local occupational/vocational curriculum standards/frameworks or assessments.....	1	2	_____
d. Training on how to work with students with special needs	1	2	_____
e. Training on how to interpret test scores and assess student achievement	1	2	_____

11. How many vocational education courses (see list on cover page) are currently offered to high school students at your school or at an area or regional vocational school? (Enter "0" if no vocational education courses are offered.)

- a. At your school..... _____ courses
- b. At an area or regional vocational school..... _____ courses

12. For the graduating class of 2000–2001:

- Indicate in **column A** the percentage of students who pursued the listed activities directly after high school.
- Indicate in **column B** the primary source of information you used to answer the question.

Activity	A. Percent of students	B. Source of information			
		School or district records	Other student data	Personal estimate	Other source
a. Enrolled in a four-year college or university	_____	1	2	3	4
b. Enrolled in a community college or other less-than-4-year postsecondary education institution	_____	1	2	3	4
c. Pursued other activities (for example, entered the labor market, military, or full-time homemaking).....	_____	1	2	3	4

Thank you. Please keep a copy for your records.