

COUNSELOR QUESTIONNAIRE

\* Questions marked with an asterisk (\*) were not asked of all respondents.

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**SECTION A: Staffing and Practices**

First, we have some questions about staffing and common practices in the counseling department of [school name]. Unless otherwise noted, please answer all questions based on the 2011-2012 school year.

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Including yourself, how many full-time and how many part-time counselors work with high school students at [school name]?

(If you share a counselor with another school, please count that counselor as part-time. If you have no full-time counselors, or have no part-time counselors, please enter '0' in the appropriate box. Please use whole numbers.)

full-time counselor(s)  
part-time counselor(s)

~~~~~  
On average, what is the caseload for a counselor in your school?

~~~~~  
Which of the following describe how counselors are assigned to students at your school? Would you say counselors are assigned...

- to all students at this school?
- to a specific grade level such as a 11th grade counselor?
- to an incoming class of 9th graders and remain with them throughout their high school years such as a counselor for the class of 2015?
- to a group of students whose last names fall within a slice of the alphabet such as all students with last names from "A to D"?
- to small learning communities such as schools-within-a-school, pods, and houses?

1=Yes  
0=No

~~~~~  
Last school year (2010-2011), what percentage of work hours did your school's counseling staff spend delivering the following services to high school students?

- Choice and scheduling of high school courses
- Assisting students with college readiness, selection, and applications
- Personal development
- Social development
- Academic development
- Occupational choice and career planning

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Job placement and employability skill development  
Students' attendance, discipline, and other school and personal problems  
Academic testing  
Non-counseling activities such as hall or lunch duty, substitute teaching, or bus duty

- 1=5% or less
- 2=6%-10%
- 3=11%-20%
- 4=21%-50%
- 5=More than 50%

~~~~~

Does your school have one or more counselors whose primary responsibility is assisting students with...

selecting courses and programs?  
college selection?  
college applications?  
preparation for the workforce?  
placement into the workforce?

- 1=Yes
- 0=No

~~~~~

**SECTION B: Programs and Support**

Now we have some questions about programs and support offered by your school during the 2011-2012 school year.

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Are students in your high school required to have a high school graduation, career or education plan?

- 1=Yes
- 0=No

~~~~~

\*What does this plan include?

A graduation plan  
A career plan  
An education plan

- 1=Yes
- 0=No

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\*Which of the following best describes the graduation, career, or education plans of students in your school?

- 1=Students create personalized plans.
- 2=Students choose one of several plans offered by the school.
- 3=Students are assigned one of several plans offered by the school.
- 4=Students are all assigned to a single plan offered by the school.

~~~~~  
\*Are students' plans shared with their parents or guardians?

- 1=Yes
- 0=No

~~~~~  
\*On average, how often do students meet with an adult in your high school to review or revise these written plans?

- 1=More than once each school year
- 2=Once each school year
- 3=Less than once each school year
- 4=Never

~~~~~  
Does your school offer a dual or concurrent enrollment program? A dual or concurrent enrollment program is an organized system with special guidelines that allows high school students to take college level courses, which may be taught on the campus of a postsecondary institution, through distance education, or on your high school campus. Please do not include Advanced Placement (AP) and International Baccalaureate (IB) programs.

- 1=Yes
- 0=No

~~~~~  
\*What type of dual or concurrent enrollment program does your school offer?

- Students can earn college credits.
- Students can complete the requirements for a certificate program such as nursing assistant or computer network administrator.
- Students can complete the requirements for an Associate's degree.
- Students are automatically accepted into a partner college upon high school graduation.

- 1=Yes
- 0=No

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\*During the 2010-2011 school year, what was the total number of high school students enrolled in courses for dual or concurrent credit? An individual high school student may be counted more than once, and should be counted for each course in which he/she was enrolled for dual credit.

Academic course focus:  
Career and technical/vocational course focus:

~~~~~  
\*How many students graduated with a dual or concurrent enrollment designation on their diploma at the end of the 2010-2011 school year? A designation could include a stamp, sticker, seal, or text on a high school diploma that indicates completion of a dual or concurrent enrollment program.

~~~~~  
In which of the following ways does [school name] support high-achieving students?

- Technology and software to support curriculum specifically to meet the needs of the high-achieving students
- Gifted students receive pull-out instruction during the regular school day
- Enrichment experiences such as Odyssey of the Mind, Science Olympiad, Academic Decathlon, math or science clubs, math or science teams
- Advanced Placement (AP) courses
- International Baccalaureate (IB) program
- Scholarships for students to attend special events, programs, or classes
- Special incentives or rewards tied to academic performance
- A school-arranged match with an adult mentor
- Summer activities or programs appropriate for high-achieving students
- Access to high school courses offered online
- Special recognitions such as Honor Roll, Honor Society, or department awards

1=Yes  
0=No

~~~~~  
Does [school name] offer...

summer school enrichment courses that allow students to progress academically?  
summer school remediation courses that support students who are struggling academically or do not have enough credits to graduate?

1=Yes  
0=No

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\*To whom does your school offer these summer school enrichment courses?

- High-achieving students
- Average students
- Struggling students

1=Yes  
0=No

~~~~~  
Does [school name] have any formal programs or systematic efforts to...

- encourage underrepresented students to pursue mathematics, science, engineering, or technology?
- inform parents or guardians about mathematics, science, engineering, or technology higher education or career opportunities?
- encourage students who might not be considering college to do so?
- help students plan or prepare for college such as Upward Bound, GEAR UP, AVID, or MESA?
- share relevant employment information such as resumes or transcripts with local employers?
- guarantee student skills to local employers?

1=Yes  
0=No

~~~~~  
Are students in your school able to take a course for high school credit if it is not offered by your school?

1=Yes  
0=No

~~~~~  
\*Approximately what percentage of students in grades 9 to 12 take courses for credit in each of the following ways?

An individual high school student may be counted more than once and should be counted for each of the ways in which he/she took courses for credit.

- Independent study
- On-line or distance learning courses
- Courses at another traditional high school in the district
- Courses at a local career or technical school
- Courses at a local community college
- Courses at a nearby 4-year college or university

1=Not offered  
2=5% or less  
3=6-10%  
4=11-24%  
5=25-49%  
6=50-74%  
7=75-100%

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Which of the following steps does your school take for high school students who need extra assistance?

- Tutoring during the regular school day by an adult
- Before- or after-school tutoring by an adult
- Peer tutoring
- School staff work with classroom teachers to provide extra assistance to the student
- Pull-out instruction during the regular school day
- Homework assistance program
- Special incentives or rewards tied to academic performance
- A school-arranged match with an adult mentor
- Positive behavior interventions and supports such as HS-BEP (high school behavior education program)
- Additional support outside the regular school day such as special programs, weekend programs, or summer school programs

1=Yes  
0=No

~~~~~  
Does your school have a formal dropout prevention program for students in high school?

This may be a whole-school restructuring program or a targeted program that operates on a smaller scale within the school or with community organization(s).

1=Yes  
0=No

~~~~~  
\*Are all students at risk of dropping out of [school name] required to participate in your dropout prevention program?

1=Yes  
0=No

~~~~~  
\*Which of the following services does your dropout prevention program offer?

- Occupationally focused courses
- Tutoring
- Incentives for better attendance or classroom performance
- Childcare for children of students
- Graduation counseling
- Job counseling

1=Yes  
0=No

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Does your school have a formal program on-site that prepares students for the General Education Development (GED) Test?

- 1=Yes
- 0=No

~~~~~  
In which of the following ways does [school name] assist students with college entrance exams such as the SAT and ACT?

- Providing access to information about when and where exams are offered such as websites, flyers, or pamphlets
- Providing assistance with exam registration such as providing copies of registration forms or assistance completing the exam registration forms
- Providing assistance with exam registration fees such as providing information about fee waivers or paying exam registration fees
- Providing assistance with exam preparation such as offering test-preparation classes or providing study materials

- 1=Yes
- 0=No

~~~~~  
\*During the 2011-2012 school year, approximately what percentage of students in grades 11 and 12 take advantage of each of these college entrance exam services offered by your school?

- Providing access to information about when and where exams are offered
- Providing assistance with exam registration such as providing copies registration forms or assistance completing the exam registration forms
- Providing assistance with exam registration fees such as providing information about fee waivers or paying exam registration fees
- Providing assistance with exam preparation such as offering test-preparation classes or providing study materials

- 1=5% or less
- 2=6-10%
- 3=11-24%
- 4=25-49%
- 5=50-74%
- 6=75-100%

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In which of the following ways does [school name] assist students with identifying and applying to colleges, universities, or schools that provide occupational training?

- Holding or participating in college fairs
- Holding information sessions for students and parents
- Assisting students with completing college or university applications
- Providing access to information about colleges or universities
- Helping students identify criteria for selecting colleges to which to apply such as majors offered, cost, or entry requirements

1=Yes  
0=No

~~~~~  
\*During the 2011-2012 school year, approximately what percentage of students in grades 11 and 12 take advantage of each of these college identification and application services offered by [school name]?

- Holding or participating in college fairs
- Holding information sessions for students and parents
- Assisting students with completing college or university applications
- Providing access to information about colleges or universities
- Helping students identify criteria for selecting colleges to apply to (such as majors offered, cost, entry requirements)

1=5% or less  
2=6-10%  
3=11-24%  
4=25-49%  
5=50-74%  
6=75-100%

~~~~~  
In which of the following ways does your school assist with college financial aid preparation?

- Offering informational meetings about the FAFSA (Free Application for Financial Student Aid) process
- Assisting students and families with completing the FAFSA
- Providing computer access for completing the FAFSA
- Sending out reminders of FAFSA deadlines
- Assisting with completing financial aid applications other than the FAFSA such as scholarships, loans, or grants
- Offering informational meetings on sources of financial aid such as scholarships, loans, or grants
- Offering individual counseling sessions to help students identify possible sources of financial aid
- Making information about financial aid available for students to explore on their own, such as flyers and pamphlets

1=Yes  
0=No

COUNSELOR QUESTIONNAIRE

~~~~~  
\*During the 2011-2012 school year, approximately what percentage of students in grades 11 and 12 take advantage of each of these financial aid preparation services offered by your school?

- Offering informational meetings about the FAFSA (Free Application for Financial Student Aid) process
- Assisting students and families with completing the FAFSA
- Providing computer access for completing the FAFSA
- Sending out reminders of FAFSA deadlines
- Assisting with completing financial aid applications other than the FAFSA such as scholarships, loans, or grants
- Offering informational meetings on sources of financial aid such as scholarships, loans, or grants
- Offering individual counseling sessions to help students identify possible sources of financial aid
- Making information about financial aid available for students to explore on their own, such as flyers and pamphlets

- 1=5% or less
- 2=6-10%
- 3=11-24%
- 4=25-49%
- 5=50-74%
- 6=75-100%

~~~~~  
What percentage of students who enroll in college after graduation from [school name] persist past their first year in college?

- 1=5% or less
- 2=6-10%
- 3=11-24%
- 4=25-49%
- 5=50-74%
- 6=75-100%
- 7=Your school does not collect this information

~~~~~  
Which of the following steps is your school taking during the 2011-2012 school year to assist students with the transition from high school to work?

- Providing information about careers such as career awareness activities, job fairs, career nights, or career mentors
- Providing information about career aptitude such as career interest inventories, vocational aptitude tests, or skills assessments
- Providing work experience opportunities such as internships, work study, job site visits, job shadowing, or school based enterprises
- Providing training in job seeking or interviewing skills

- 1=Yes
- 0=No

COUNSELOR QUESTIONNAIRE

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\*During the 2011-2012 school year, approximately what percentage of students in grades 11 and 12 take advantage of each of these work preparation services offered by your school?

- Providing information about careers such as career awareness activities, job fairs, career nights, or career mentors
- Providing information about career aptitude such as career interest inventories, vocational aptitude tests, or skills assessments
- Providing work experience opportunities such as internships, work study, job site visits, job shadowing, school based enterprises
- Providing training in job seeking or interviewing skills

- 1=5% or less
- 2=6-10%
- 3=11-24%
- 4=25-49%
- 5=50-74%
- 6=75-100%

~~~~~  
Does your school have formal or informal linkages with local employers to aid in student preparation for the transition to work?

- 1=Yes
- 0=No

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**SECTION C: Math and Science Placement**

Now we have some questions about factors associated with students' mathematics and science course placement. Unless otherwise noted, please answer all questions based on the 2011-2012 school year.

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After 9th grade, are all high school students within the same grade placed in the same mathematics course sequence?

If all students within a grade (10, 11, or 12) are placed in the same math course, but with different teachers or different class periods, please answer "yes."

- 1=Yes
- 0=No

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\*How important is each of the following factors in placing typical 10th through 12th grade students in mathematics courses?

- Prior grades including grades from a prerequisite class
- Results of district or state end-of-year or end-of-course exams
- Results of placement tests
- Results of PSAT scores
- Previous year's teacher recommendation
- Student, parent, or guardian selection
- Student written graduation, career, or education plan
- Master schedule considerations
- High school graduation requirements
- College entrance requirements

- 1=Not at all important
- 2=Somewhat important
- 3=Very important
- 4=Not applicable

~~~~~  
After 9th grade, are all high school students within the same grade placed in the same science course sequence?

If all students within a grade (10, 11, or 12) are placed in the same science course, but with different teachers or different class periods, please answer "yes."

- 1=Yes
- 0=No

~~~~~  
\*How important is each of the following factors in placing typical 10th through 12th grade students in science courses?

- Prior grades including grades from a prerequisite class
- Results of district or state end-of-year or end-of-course exams
- Results of placement tests
- Results of PSAT scores
- Previous year's teacher recommendation
- Student, parent, or guardian selection
- Student written graduation, career, and/or education plan
- Master schedule considerations
- High school graduation requirements
- College entrance requirements

- 1=Not at all important
- 2=Somewhat important
- 3=Very important
- 4=Not applicable

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Which of the following courses are offered to students enrolled in your high school?

- Calculus, not including pre-calculus, is offered on-site at your high school.
- Calculus, not including pre-calculus, is offered <B> off-site</B> at your high school such as at an area career/technical school or online.
- Physics is offered on-site at your high school.
- Physics is offered <B> off-site </B> at your high school such as at an area career/technical school or online.

- 1=Yes
- 0=No

~~~~~  
What percentage of the current 12th-graders in [school name] will have taken the following courses by the end of the 2011-2012 school year?

- Calculus, not including pre-calculus
- Physics

~~~~~  
\*During the 2011-2012 school year, how many different AP courses are offered at your school across all subjects? (Count multiple sections of the same course as one course.)

~~~~~  
\*During the 2011-2012 school year, how many different AP science, mathematics, and computer science courses are offered at your school? (Count multiple sections of the same course as one course.)

- AP science courses
- AP mathematics courses
- AP computer science courses

~~~~~  
\*What percentage of 12th-graders in [school name] have taken or are currently enrolled in at least one Advanced Placement (AP) course?

~~~~~  
\*How many AP exams were taken during the 2010-2011 school year by students in grades 9-12 in [school name]?

A student may take multiple exams, and would be counted as many times as the number of exams taken.

~~~~~  
\*Of the AP exams taken during the 2010-2011 school year by the students in grades 9-12 in [school name], how many exams received a score of 3 or higher?

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\*What is your 2010-2011 school "Equity and Excellence" percentage? This can be found after "Graduating Class Summary" on the summary page of your AP grade report.

My school did not receive an AP grade report

~~~~~  
\*During the 2011-2012 school year, how many different Higher Level IB courses are offered at your school across all subjects? (Count multiple sections of the same course as one course. Do not count Standard Level IB courses.)

~~~~~  
\*During the 2011-2012 school year, how many different Higher Level IB science and mathematics courses are offered at your school? (Count multiple sections of the same course as one course. Do not count Standard Level IB courses.)

IB science courses  
IB mathematics courses

~~~~~  
\*What percentage of 12th-graders in [school name] are currently enrolled in an International Baccalaureate (IB) program?

~~~~~  
\*How many IB exams were taken during the 2010-2011 school year by the students in grades 9-12 in [school name]?

Do not count IB theory of knowledge (TOK) or extended essay grades. A student may take multiple exams, and would be counted as many times as the number of exams taken.

~~~~~  
\*Of the IB exams taken during the 2010-2011 school year by the students in grades 9-12 in [school name], how many exams received a score of 4 or higher?

~~~~~  
\*During the 2010-2011 school year, how many students in grades 9-12 took both an AP exam and an IB exam in the same subject?

~~~~~  
How many seniors graduated from your school in May or June of 2011? Do not count certificates of completion.

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What were the overall mean SAT scores for your school's class of 2011?

(This information can be found in the College Board College-Bound Seniors report sent to your school. The SAT Program uses the 200 to 800 point scale. If none of the students in this class took the SAT exam, please check the box. Please round to the nearest whole number.)

- Critical reading
- Mathematics
- Writing

None of the students in this class took the SAT exam.

~~~~~  
What was the average ACT score for your school's class of 2011?

(This information can be found on the ACT College Readiness Letter sent to your school. Scores range from 1 to 36. If none of the students in this class took the ACT exam, please check the box. Please round to the nearest whole number.)

- English
- Mathematics
- Reading
- Science
- Composite score

None of the students in this class took the ACT exam.

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**SECTION D: School Analysis and Feedback**

Now we have some questions about the types of data analyzed by your school and feedback received. Unless otherwise noted, please answer all questions based on the 2011-2012 school year.

~~~~~  
Does your school use the following information sources to determine what students do after high school?

- Student or alumni survey
- A state or national database, such as the Statewide Longitudinal Data System or National Student Clearinghouse

- 1=Yes
- 0=No

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To what extent does your school receive feedback from schools that provide occupational training, 2-year community college, or 4-year college attended by your graduates in each of the following areas?

- Student need for remediation
- Student persistence past the first year
- Student persistence to graduation

- 1=Not at all
- 2=Occasionally, but not systematically
- 3=Systematically

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