



Application Requirements

Districts must submit one PDF document with all of the following information:

- Application Cover Page
- Adapted District/School Data Profile
- Section cover page, narrative, and content documentation for all seven sections (criteria details listed in the following pages):
 - Beliefs, Vision, and Mission
 - Professional Competencies
 - School Counseling Program Goals
 - School Counseling Core Curriculum
 - Small Group Responsive Services
 - Closing the Gap
 - Program Evaluation Reflection

Districts receiving the distinction must:

- Score a minimum of 17 points out of 21 possible.
- Score no less than a 2 in each category.
- Have at least one category in which post-secondary planning is specifically addressed.

Scoring Scale for Each Category

3	In addition to the criteria for a 2, includes reflection in narrative regarding lessons learned, future plans, or connections to other program areas as appropriate; Must be free from significant errors.
2	Explanatory narrative and all listed supporting documentation provided; Any errors did not detract from readability of content.
1	Incomplete information provided and/or errors detracted from reviewer's ability to effectively score content.
0	Insufficient evidence provided



Content Criteria by Category

Post-secondary planning must be specifically addressed in one or more categories.

<p>Beliefs, Vision and Mission:</p>	<p>Belief Statements:</p> <ul style="list-style-type: none"> ~Indicate agreed upon beliefs about the ability of all students to achieve ~Address how the school counseling program meets student developmental needs ~Address the school counselor's role as an advocate for every student ~Identify persons to be involved in the planning, managing, delivery and evaluation of school counseling program activities ~Include how data inform program decisions ~Include how ethical standards guide the work of school counselors <p>Vision Statement:</p> <ul style="list-style-type: none"> ~Describes a future world where student outcomes are successfully achieved. ~States the best possible outcomes desired for all students that are 5 to 15 years away. <p>Mission Statement:</p> <ul style="list-style-type: none"> ~Describes the school counseling program's overarching focus or purpose. ~Ensures all students benefit in the implementation of the comprehensive school counseling program. ~Emphasizes equity, access, and success for every student. ~Emphasizes long-range results for every student. <p>Narrative:</p> <ul style="list-style-type: none"> ~Explain how the belief, mission and vision statements were created. ~Discuss alignment of these statements throughout all buildings in the district. ~Give examples of how these statements are demonstrated in your daily work.
<p>Professional Competencies:</p>	<p>Management Agreements:</p> <ul style="list-style-type: none"> ~One per counselor included <p>Narrative:</p> <ul style="list-style-type: none"> ~Describe how the Iowa Evaluation Supplement and the ASCA Ethical Standards for School Counselors is used in the district. ~Describe ways in which the management agreement is used in the building. ~If the Iowa Evaluation Supplement, ASCA Ethical Standards for School Counselors and/or the management agreements are not being used, an explanation of what is being done to fill this gap is included.

School Counseling Program Goals:	Program Goals: ~Promote achievement, attendance and/or behavior. ~Based on school / district data. ~Are written in SMART format: specific, measurable, attainable, results-oriented, time-bound. Narrative: ~Explain how goals were created and the data used to determine need.
School Counseling Core Curriculum:	Mindsets and Behaviors Program Planning Tool: ~Completion of program planning tool for each building's core curriculum Core Curriculum Action Plan: ~The school counseling core curriculum action plans for the school counseling programs (K-12) must use the ASCA school counseling core curriculum plan template. ~The plans include school counseling core curriculum lessons / activities for the school year, for each building (K-12) and clearly articulate all lessons / activities throughout the school year, including a data collection plan. ~Include one lesson plan per counselor (this does not have to be on the ASCA lesson plan format) Narrative: ~Describe K-12 collaboration, alignment and discussion of Mindsets and Behaviors to determine core curriculum for each grade level.
Small Group Responsive Services:	Small Group Action Plans: ~The small group action plans must use the ASCA small group action plan template. ~One plan is included from each building. Narrative: ~Describe how small groups are determined, including decisions for what will be held and why.
Closing the Gap:	Closing the Gap Action Plans: ~Closing the gap activities are multi-tiered, data-driven and address academic, behavioral or attendance discrepancies existing between student groups. ~Use the ASCA closing the gap template. ~Provide action plan and results report for each level of school counseling programs (K-12) throughout the district. Narrative: ~Describe how gap was identified and why this area was a focus.
Program Evaluation Reflection:	How does your district's K-12 comprehensive school counseling program use leadership, advocacy and collaboration to create systemic change for students' benefit? Cite specific examples. ~The four elements should be apparent in the response. ~Clearly articulate the impact of the four components throughout the district's K-12 programs. ~A written response must be within 500 – 1,500 words.

