



## Counseling Guideline

All schools are making a concerted effort to provide counseling services to every student that we serve. This includes intake, scheduling and two student contact sessions per year. During these student contact sessions, counselors and advisors will be documenting and developing the Students Individualized Student Plan (ISP). Every student shall have ISP sessions documented in DACE-SIS. This will enable us to capture student contact hours and ensure that every student meets with a counselor or advisor. The new DACE-SIS will enable us to accurately report our progress as we strive to reach our goal of providing counseling services to 100% of our DACE students.

### Major Highlights:

- 1) Current business process will remain as is.
  - Counselor/Advisor meets with student to establish student goals and objectives.
  - Student selects Career Pathway and completes corresponding ISP Form.
  - Before course ends, counselor/advisor sets up meeting with students to plan next course and review student goals
  - Counselor enters information for initial and follow-up ISP sessions in SIS.
  - A hard copy of the Student ISP is filed in a notebook to be kept in the counseling office.
- 2) A feature to upload scanned copy of Student ISP form is available in DACE-SIS.
- 3) Granular details of student services and career pathways will be captured in DACE-SIS to support federal and state requirements.
- 4) Reduce manual input of MiSiS transcript course information into SIS because it will be automatically interfaced in
- 5) Reduce manual filing because ISP form and counselor notes can be uploaded to DACE-SIS