

**MIAMI LAKES EDUCATIONAL CENTER
2014 -2015 STUDENT SERVICES
YEARLY CALENDAR**



AUGUST

1. Initiate schedule changes
2. Credit recovery/adult education for ALL students
3. Grade level assemblies

SEPTEMBER

1. Finalize schedule changes/leveling
2. Classroom presentations - 12th grade students ONLY
3. Promotions/Demotions
4. Open House
5. College applications
6. University and Colleges – campus visits

OCTOBER

1. College application process - letters of recommendation for 12th grade students
2. SPED – transition meetings for 12th grade students
3. At Risk conferences – 12th grade students ONLY
4. University and Colleges –campus visits
5. Senior parent night

NOVEMBER

1. Senior letters - distribution
2. At Risk Senior conferences – 12th grade students ONLY
3. Department meetings to discuss subject selection
4. College application process -letters of recommendation for 12th grade students
5. University and Colleges – campus visits

DECEMBER

1. Credit recovery/adult education for ALL students
2. Subject Selection
3. Florida Bright Futures

JANUARY

1. Community Service - 12th grade students ONLY
2. Subject selection – Counselor’s Verifications
3. FAFSA – parent night

FEBRUARY

1. Certify students for scholarships
2. Junior classroom presentations

MARCH

1. Talented 20 – 12th grade students ONLY
2. Review Florida Bright Futures applicants

APRIL

1. End of the year procedures for teachers of 12th grade students
2. Summer school notification for students grades 9 – 11
3. Review Florida Bright Futures applicants
4. Certify students for scholarships

MAY

1. “SENIOR FAILURE NOTIFICATION FORMS” due to counselors t / b / a
2. Parent notification of failure – 12th grade teachers
3. Counselors clearing students for graduation
4. CAP report to district office
5. CAP AND GOWN release t / b / a
6. Finalize – Summer school notification for students Grades 9-11

JUNE

1. Finalize – Clearing Seniors for graduation
2. Graduation

Ongoing:

- Individual/group counseling
- Parent teacher conferences
- Distribution of ACT/SAT/College application waivers
- CAP College presentations
- CAP & Student Services – district meetings
- TRUST – drug prevention/bullying presentations
- IEP meetings
- SST meetings
- RtI meetings
- Collaboration/consultation – conferences – School Psychologist and Social Worker
- Student Services Administrative meetings
- Attendance Intervention Meetings
- Field trips