Lillian said she will give an overview of the time frame for the review and ask that answers be concise.

1. First, she will ask the principal to set the stage for the program review by discussing the school demographics and describing how the school’s CCGP program is meeting the needs of the student. The following demographics should be addressed and should include numbers as well as percentages:
   - Ethnicity
   - Free and Reduced Lunch
   - English Language Learners
   - Special Ed
   - 504
   - Enrollment in Honors/Advanced Courses (e.g., Advanced Placement, Concurrent Enrollment)
   *(She said she is interested in academic proficiency and graduation rates as well.)*

2. Next, she will ask the principal about the school goals and the comprehensive school Improvement plan (CSIP). Then, she will ask how CCGP integrates with the CSIP plan.
   *(She will also ask the counselors to respond to how CCGP integrates with the school CSIP plan.)*

3. Lillian will ask general questions like what does your school do best and where do you see need for improvement. The review is a discussion in which the principal and the counselors engage. It is not a presentation.

4. The review will be unique to each school. However, a key focus will be Individual Planning and Plan for College and Career Ready Process and Conference. She wants to know what counselors are doing for students one-on-one and not just as a group.

5. Another key focus will be on what Direct Services counselors are providing to students: Guidance Curriculum, Individual Planning for College and Career Readiness, and Responsive Services (including Dropout Prevention.) Direct Services should comprise at least 85% of counselor time.

6. Lillian will also ask about non-counseling duties. *(See list of Appropriate/Inappropriate Activities for School Counselors.)*