

**Wisconsin School Counseling Program Accountability Report  
Components & Rubric**

**Document Header**

In the document header the following items must be included:

- The title of the document “Wisconsin School Counseling Program Accountability Report”
- The year “2016”
- The following statement: “A continuous improvement document sponsored by the Wisconsin School Counselor Association”
- School Name\*
- School Address\*
- School Phone Number\*
- School Website\*
- Number of Students Enrolled at the School\*
- Grade Levels i.e., K-5, 6-8, or 9 -12\*
- Principal’s Name\*
- Name(s) of the School Counselor(s)\*

*\*WSPAR document representing the school counseling program provided by one counselor at multiple schools/buildings, then all school information must be provided for each school/building.*

Document Header	Exceeds Expectations 3	Meets Expectations 2	Minimally Meets Expectations 1	Does Not Meet Expectations 0	Score
<b>ALL (11) required items are included in the document header</b>	Document header includes all 11 required Items		Document header includes 5 to 10 of the additional items	Document header includes 4 or less of the required items	
Comments:	<b>Total for Document Header Section</b>				

## Principal's Comments

This section should include comments from your building principal regarding the impact of the school counseling program on students – How are students different because of the school counseling program? There must be evidence that the goals and results were shared with your building principal. *WSCP* document representing the school counseling program provided by **one** counselor at multiple schools/buildings, then the Principal's Comments can represent one or more of the buildings served. For example, the two (2) specific examples indicating the impact of the school counseling program one could be from one building and the second from another building.

Principal's Comments	Exceeds Expectations 3	Meets Expectations 2	Minimally Meets Expectations 1	Does Not Meet Expectations 0	Score
<b>Statement of how students are positively impacted as a result of the school counseling program</b>	Statement provides <u>two or more</u> specific examples, clearly indicating the <u>impact of the school counseling program on students</u>	Statement provides <u>at least one</u> example which indicates the impact of the school counseling program on students	Statement indicates that school counseling program has an impact on students, but provides <u>no example</u>	Statement makes no mention of how students are impacted by the presence of a school counseling program	
Comments:	<b>Total for Principal's Comments</b>				

## School Climate and Safety

This section must include two (2) examples of school climate and safety. Data presented in the School Climate and Safety section may be either perception or results data (see operational definitions). *WSCP*AR document representing the school counseling program provided by **one** counselor at multiple schools/buildings may provide School Climate and Safety examples from any of the buildings served by that school counselor.

School Climate and Safety	Exceeds Expectations 3	Meets Expectations 2	Minimally Meets Expectations 1	Does Not Meet Expectations 0	Example 1 Score	Example 2 Score	
<b>Provide a graph(s) of school climate and safety data</b>	Graph utilizes student results data representing school climate and safety	Graph utilizes student perception data representing school climate and safety		Only process data presented OR Data presented is not related to school climate or safety			
<b>Graph clearly labeled, easy-to-read</b>	Well-designed graphic representation of school climate or safety data that is easy-to-read, clearly labeled with the effective elements of a good graph	Labeled graphic representation of school climate or safety data	Graphic representation of school climate or safety data	No graphic representation of school climate or safety data			
<b>Written explanation connecting school counseling program activity to the results pictured in the graph</b>	A clearly written explanation <b>strongly</b> connecting the school counseling program activity to the school climate or safety data in the graph	A clearly written explanation <b>connecting</b> the school counseling program activity to the data in the graph	A clearly written explanation <b>minimally</b> connecting the school counseling program activity to the data in the graph	No connection to the school counseling program OR no connection to school climate or safety			
Comments:				<b>Totals (Add scores)</b>	Total #1	Total #2	
					<b>Total Points ÷ 3</b>	Total Points #1	Total Points #2
				<b>Total for School Climate and Safety (add Total Points #1 + Total Points #2)</b>			

## Student Results

Results are the outcome of what students do, not what adults do. Results are not the number of students seen, the number of meetings, conferences, or classes held or attended, or the number of referrals to other agencies or programs (See operational definitions for clarification of different types of data.) *WSCP*AR document representing the school counseling program provided by one counselor at multiple schools/buildings may provide student results from any building served by that one school counselor.

Student Results	Exceeds Expectations 3	Meets Expectations 2	Minimally Meets Expectations 1	Does Not Meet Expectations 0	Academic Domain	Social / Emotional Domain	Career Domain
<b>List Competency / Core Performance Standard and benchmark/ indicator for activities in the Domain</b>	Activity attached to both ASCA Mindsets & Behaviors for Student Success <u>and</u> WCSCM State Competency / Core Performance Standards and benchmarks/ indicator	Activity only attached to either state or national Competency / Core Performance Standards and benchmarks/ indicator, but not both	List only Competency / Core Performance standard or benchmark/ indicator, but not both	Activity not attached to standards or benchmarks			
<b>Provide a graph(s) of student results</b>	Graph utilizes student results data	Graph utilizes perception data, but no results data	Graph utilizes process data, but no perception or results data	No graph, or graph unclear			
<b>Graph clearly labeled, easy-to-read</b>	Well-designed graphic representation of students' academic results that is easy-to-read, clearly labeled	Labeled graphic representation of students' academic results	Graphic representation of students' academic results	No graphic representation of students' academic results OR results presented are not related to students' results			
<b>Written explanation connecting school counseling program activity to the results pictured in the graph</b>	A clearly written explanation <b>strongly</b> connecting the school counseling program activity to students' results presented in the graph	A clearly written explanation <b>connecting</b> the school counseling program activity to the results in the graph	A clearly written explanation <b>minimally</b> connecting the school counseling program activity to the results in the graph	No connection to the school counseling program OR No connection to student results			
<b>Comments:</b>			<b>Sub-total Domain (Add scores)</b>				
			<b>Domain Total (Sub-Total ÷ 4)</b>				
			<b>Student Results Total (Add Domain Totals)</b>				

## School Counseling Program Goals

This section must include two (2) School Counseling Program Goals. Program goals must be written in a single sentence using the SMART Goal format. *WSCP* document representing the school counseling program provided by one counselor at multiple schools/buildings may provide two school counseling program goals from any building served by that one school counselor.

School Counseling Program Goals	Exceeds Expectations 3	Meets Expectations 2	Minimally Meets Expectations 1	Does Not Meet Expectations 0	Goal 1 Score	Goal 2 Score
Program goal is clearly defined using the SMART Goal format (single statement)	Program goals utilizing the SMART goal format	Goal utilizing the SMART goal format with 4 of the five components present	Goal utilizing the SMART goal format with 1-3 of the five components present	Goal does not utilize SMART goal format		
Explanation of baseline Closing the Gap data for identification of program goal and prioritization of goal	Strong use of baseline Closing the Gap data to identify program goal and prioritization of goal exceeds expectations	Use of baseline Closing the Gap data to identify goal and prioritization of goal meets expectations	Use of data to identify areas of need and prioritization of goal minimally meets expectations (priorities implied)	No use of data to identify goals; no prioritization of goals or more than 2 goals listed		
Graph included in section for each goal displays the baseline Closing the Gap data (see example)	Easy-to-read, clearly labeled graphic representation of the baseline data for the goal	Labeled graphic representation of the baseline data for the goal	A graphic representation of goal	No graphic representation of goal		
Comments:				Sub-total Goal (Add scores)		
				Sub-Total #1 ÷ 3		
				<b>Total for School Counseling Program Goals (add Sub-Total #1 + Sub-Total #2)</b>		

## Content and Typos/Grammar

Content, Typos, and Grammar	Exceeds Expectations 3	Meets Expectations 2	Minimally Meets Expectations 1	Does Not Meet Expectations 0	Score
<b>Content</b>	Content has a <b>strong</b> consistent voice and format is <b>exceptionally</b> clear, concise, and significant	Content has a consistent voice and format is <b>clear, concise and significant</b>	Content has a <b>mostly</b> consistent voice and format is <b>partially</b> clear, concise, and significant	Content with an <b>inconsistent</b> voice and format is <b>awkward and lacking significance</b>	
<b>Typos</b>	No typos	1 typo	2 typos	3 or more typos	
<b>Grammar</b>	No grammar problems	1 grammar problem	2 grammar problems	3 or more grammar problems	
<b>Mechanics i.e., capitalization, punctuation...</b>	No mechanics problems	1 mechanics problem	2 mechanics problems	3 or more mechanics problems	
			<b>Subtotal (add scores)</b>		
8 pt Arial font – acceptable for graphs only 10 pt Arial font – acceptable 12 pt Arial font – acceptable		8 pt Times Roman font – acceptable for graph only 10 pt Times Roman font - acceptable 12 pt Times Roman font - acceptable		<b>Total for Content, Typos, and Grammar (Sub-Total ÷ 4)</b>	

### FINAL SCORE

Program of Promise Awards will be given to schools with scores of 24 or higher with NO score in the Does Not Meet Expectations sections.

### GRAND TOTAL

**Additional Comments (Please print legibly):**