



# **Board of Education Report Counseling Services June 2019**

## **Pompton Lakes High School Counselors**

Mrs. Dawn Kutzelman

Mrs. Katie Miceli

Mrs. Lucia Sposato

## **Lakeside School Counselors**

Mrs. Nicole Reynolds

Mrs. Susan Russo

## **Lenox & Lincoln School Counselor**

Mrs. Kate Vivino

Director of Guidance – Ms. Tammy Weishaupt  
Student Assistance Counselor- Mr. Skip McLaughlin  
Administrative Assistant – Mrs. Lisa Mazzella

What's New

The mission of the Pompton Lakes Counseling Department is to provide a comprehensive school counseling program that addresses the needs of our students. This includes academic, social, emotional, and college/career readiness needs. Through collaboration with teachers, administrators and families we offer a positive and nurturing environment to guide students in becoming responsible citizens. The Guidance Department is a welcoming, caring, student centered office and the seven counselors provide valuable information and resources to students and parents across all grade levels.

We are always looking for ways to improve and update the office and the services available to our students. The following are updates that have occurred during the 2018-2019 school year.

- **Naviance:** Continuing the rollout plan for Naviance to include all grade levels. Naviance is a college and career planning program which includes access to students and parents. This program assists students, parents and school counselors with the college search, the application process, and provides useful information for career exploration and the development of individual goals.

All four high school counselors presented PowerPoint and Naviance lessons to each grade level this school year. These lessons were conducted in the English and Social Studies classes in the Media Center. The juniors were exposed to two Naviance presentations, one in the fall and one in the spring in preparation for the college application process. Each grade level experienced a hands on lesson regarding career exploration, personality questionnaires and researching colleges. Each student then accessed Naviance on their own device and completed a "task", started their resume or explored the program on their own based on the attached handout.

Naviance is especially important for members of the junior class because they need to use the program as a vehicle to request and submit all documentation for colleges. The high school counselors will be conducting a review in the fall of specific tools within Naviance which they need to know, such as how to request transcripts and letters of recommendations.

- **Additional School Counselor:** Mrs. Tanis and Mr. Herninko wrote a grant last year to request an additional school counselor at Lakeside Middle School. The grant was accepted and through Title 1 funds, Mrs. Russo was hired for the 2018-2019 school year.

Lakeside Middle School's population typically ranges from about 380 to 420 students. This is a heavy load for one school counselor to manage effectively and efficiently. The addition of Mrs. Russo has allowed for an academic at risk counselor to assist students who are struggling in school. She monitors 504 students, coordinates the I&RS Team, assists with Peer Tutoring, completes and reviews at risk reports, tracks student performances, provides interventions and meets with at risk students daily. Mrs. Russo's role as an academically at risk counselor has assisted in having students maximize their potential and prepare themselves for high school.

#### Services Provided

Our comprehensive K-12 counseling program offers services in the following areas to support and promote student achievement and well-being.

**Individual and Group Counseling:** Counselors help students transition from elementary to middle and middle to high school. We work with students in problem solving, scheduling, course selection, planning for post-secondary options, and career readiness. Social and emotional counseling is also provided to students.

**Classroom Guidance/Small Group:** Based on current issues and student needs, counselors offer classroom lessons on topics such as scheduling, bullying, conflict resolution and substance prevention.

**Responsive Services:** Counselors address issues including crisis situations and immediate personal issues and concerns that impact student learning and development. This includes working with students who are battling substance abuse issues, those with suicidal ideation and students with heightened anxiety.

**System Support:** Counselors assist in the referral process to both internal and external services. We maintain a partnership with many community resources based on student needs.





# Freshman Checklist

Log onto Naviance at:

<https://student.naviance.com/pomptonlh>

Go to the “About Me” tab

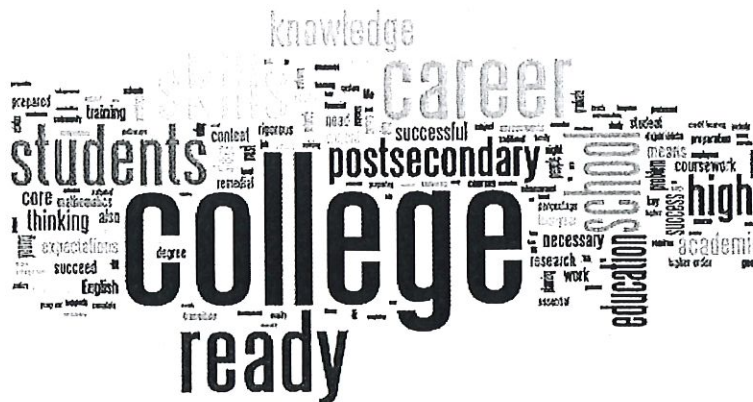
- ☐ Click on “My Assessments” and then “Learning Styles Inventory”
- ☐ Once complete, click on “Learning Styles Inventory” under my assessments and click on “View Report”
- ☐ Click on “My Stuff” and then “Resume” and enter all activities to build your resume

Go to the “Colleges” tab

- ☐ Click on “Find Your Fit” Research colleges by clicking “SuperMatch”
- ☐ Add colleges to “Colleges I’m Thinking About”

Go to the “Careers” tab

- ☐ Research careers by clicking “Careers” and then click “Explore”
- ☐ Click on individual careers or use the search tool to explore careers and add them “Careers I’m Thinking About”





NAVIANCE

# Sophomore Checklist

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Log onto Naviance at:

<https://student.naviance.com/pomptonlh>

Go to the "Careers" tab

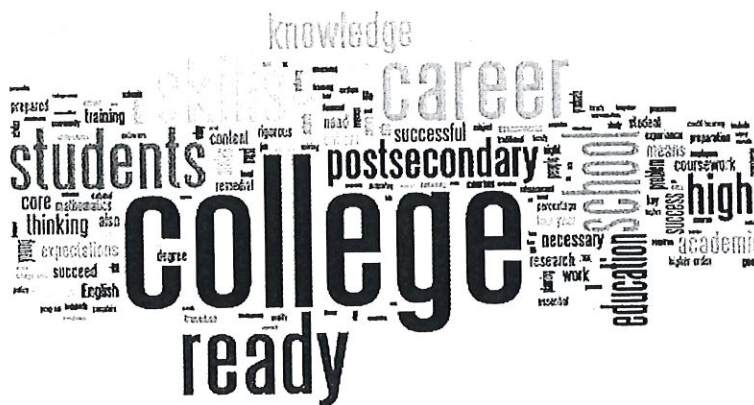
- ☐ Click on "Careers Home," click on "Career Interest Profiler" and complete the career survey. Review your results by clicking "About Me" "My Assessments" and click on "Career Interest Profiler"
- ☐ Research careers by clicking "Careers" and then click "Explore"
- ☐ Click on individual careers or use the search tool to explore careers and add them "Careers I'm Thinking About"

Go to the "About Me" tab

- ☐ Click on "My Stuff" and then "Resume" and enter all activities to build your resume

Go to the "Colleges" tab

- ☐ Click on "Find Your Fit" Research colleges by clicking "SuperMatch"
- ☐ Add colleges to "Colleges I'm Thinking About"





NAVIANCE

# Junior Checklist- Fall

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Log onto Naviance at:

<https://student.naviance.com/pomptonlh>

Go to the "About Me" tab

- ☐ Click on "My Stuff" and then "Resume" and enter all activities to build your resume (There is now a print resume feature so that you can provide this to your teachers when requesting a Letter of Recommendation)

Go to the "Colleges" tab

- ☐ Click on "Find Your Fit" Research colleges by clicking "SuperMatch"
- ☐ Add colleges to "Colleges I'm Thinking About"
- ☐ Add colleges to "Colleges I'm Applying To"

Go to the "Careers" tab

- ☐ Click on "Careers Home," click on "Do What You Are" and complete the career survey. Review your results by clicking "About Me" "My Assessments" and click on "Do What You Are"
- ☐ Research careers by clicking "Careers" and then click "Explore"
- ☐ Click on individual careers or use the search tool to explore careers and add them "Careers I'm Thinking About"







# Junior Checklist- Spring

Log onto Naviance at:

<https://student.naviance.com/pomptonlh>

Go to the “About Me” tab

- Click on “My Stuff” and then “Resume” and enter all activities to build your resume (There is now a print resume feature so that you can provide this to your teachers when requesting a Letter of Recommendation)

Go to the “Colleges” tab

- Click on “Find Your Fit” Research colleges by clicking “SuperMatch”
- Add colleges to “Colleges I’m Thinking About”
- Add colleges to “Colleges I’m Applying To”

## Requesting Transcripts in Naviance Student

- Click on the Colleges Tab
  - Click on “College Home” scroll down under “Apply to Colleges” and click “Manage Transcripts” OR when adding a college that you are applying to click “Add And Request Transcripts”

## Requesting Letters of Recommendation in Naviance Student

- Click on the Colleges Tab
  - Click on “College Home” scroll down under “Apply to Colleges” and click on “Letters of Recommendation” (Please make sure to ask your teachers in person first so that they are aware and provide them with a copy of your Resume)



# Linking Your Accounts

Linking your Common Application to your Naviance Student Account (Very Important to link both accounts)

- Go to <https://www.commonapp.org> create an account and complete registration
  - Click on the “Common App” tab and then “Education” and complete the most recent education section “Find School” and add Pompton Lakes High School
  - Add at least one college to “My Colleges List” by searching under “College Search”
  - Read and sign FERPA release under Recommenders and FERPA section under “My Colleges” tab
- Once complete open your Naviance Student Account
  - Under “Colleges I’m applying To,” enter the email address and date of birth that you used to

