

# MEASURE

**M**ission, **E**lement, **A**nalyze, **S**takeholders-**U**nite, **R**esults, **E**ducate,  
A Six-Step Accountability Process for School Counselors

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

Telephone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

School Web site: \_\_\_\_\_

Principal: \_\_\_\_\_

Name of Counselor(s) Leading the Initiative: \_\_\_\_\_

Enrollment: \_\_\_\_\_

## School Demographics:

- Caucasian/Non-Hispanic \_\_\_\_\_
- African American \_\_\_\_\_
- Hispanic \_\_\_\_\_
- Asian/Pacific Islander \_\_\_\_\_
- Native American \_\_\_\_\_
- Multi-Racial \_\_\_\_\_
- Free-Reduced Lunch \_\_\_\_\_
- English as Second Language (ESOL) \_\_\_\_\_
- Exceptional Student Education/ Special Education \_\_\_\_\_

## STEP ONE: MISSION

### Mission

Connect your work to your school's mission in keeping with your district's comprehensive school counseling model.

Your school or department's mission statement is:

## STEP TWO: ELEMENT

### Element

What critical data *element* are you trying to impact? (Examples include: grades; test scores; attendance; promotion rates; graduation rates; postsecondary-going rate; enrollment into honors or AP courses, special education; discipline referral data; etc.)

What is the *baseline* for the data element? Where do you hope to move it *goal*?

Element:

Baseline:

Goal:

## STEP THREE: ANALYZE

Analyze the data element. You can use percentages, averages, raw scores, quartiles, or stanines. You can aggregate or disaggregate the data to better understand which students are meeting success. You can disaggregate by gender, race, ethnicity, socio-economic status or in a multitude of ways to look at student groupings.

The Baseline Data revealed:

## STEP FOUR: STAKEHOLDERS – UNITE

STAKEHOLDERS – UNITE to develop strategies to impact the data element. Connect strategies to student standards in district/school counseling program.

Beginning Date:

Ending Date:

Stakeholders	Strategies
School Counselor(s)	
Administrator(s)	
Career Specialist(s)	
Teachers	
Students	
Student Organizations (clubs, teams, etc.)	
Parents	
Parent Teacher Associations	
School Psychologists	
Social Workers	
Community Agency Members	
Faith Based Organizations	
Youth and Community Associations	
Colleges and Universities	
Classroom Teacher Assistants	
Other Support Staff (front office, custodial, cafeteria, playground)	
School Improvement Team	
Resources (grants, technology, etc.)	

## STEP FIVE: RESULTS

**Results: Restate your baseline data. State where your data is now. Did you meet your goal?**

Restate baseline data:

Results (data now):

Met Goal: Yes  No

**Questions to Consider as you examine results and revise your MEASURE:**

Based on what you have learned, how will you revise Step Four "Stakeholders-Unite?"

Which strategies had a positive impact on the data?

Which strategies should be replaced, changed, added?

How did your MEASURE contribute to systemic change(s) in your school and/or in your community?

## STEP SIX: EDUCATE

Educate others as to your efforts to move data. Develop a report card that shows how the work of the school counselor(s) is connected to the mission of the schools and to student success. Below is an example of a report card.

*(Insert School Logo Here)*

## MEASURE OF SUCCESS

Principal: \_\_\_\_\_

School Counselor(s): \_\_\_\_\_

Enrollment: \_\_\_\_\_

### Principal's Comments

### School Counselor(s)'s Comments

### Results

### School Improvement Issues

### Critical Data Element(s)

### Systemic Changes

**Faces Behind the Data – Anecdotal Outcomes**

**Stakeholders Involved**

Counselor(s):

Administrator:

Career Specialist(s):

Teachers:

Parents:

Students:

Colleges and Universities:

Business Partners:

*The Educate step in MEASURE has been adapted with permission from the Student Personnel Accountability Report Card sponsored by the California Department of Education and Los Angeles County Office of Education.*