Appraisal Evidence Planner

All 30 rated items of ASCA's School Counselor Performance Appraisal · page 1 of 3: blank

0 = Unsatisfactory · 1 = Developing · 2 = Proficient · 3 = Distinguished · one artifact per item · totals, no student names

School counselor	Evaluator	School year	Self rating	Final meeting

Rate each item, then name the one artifact that shows it

Code	Item (shortened)	Self	Evaluator	Artifact you will bring (one per item)
Professional Beliefs: Mindsets (7)				
M 1	Every student can learn and succeed	☐	☐	
M 2	Access to a high-quality education	☐	☐	
M 3	Graduate prepared for postsecondary	☐	☐	
M 4	Access to the school counseling program	☐	☐	
M 5	Programs are collaborative	☐	☐	
M 6	School counselors are leaders	☐	☐	
M 7	Academic, career, social/emotional development	☐	☐	
Professional Foundation (9)				
B-PF 1	Theories (incl. MTSS)	☐	☐	
B-PF 2	Systems, policy, research, trends	☐	☐	
B-PF 3	Legal and ethical principles	☐	☐	
B-PF 4	Professional standards and competencies	☐	☐	
B-PF 5	Uses the ASCA Student Standards	☐	☐	
B-PF 6	Cultural, social, environmental influences	☐	☐	
B-PF 7	Leadership	☐	☐	
B-PF 8	Advocacy	☐	☐	
B-PF 9	Systemic change	☐	☐	
Direct and Indirect Student Services (6)				
B-SS 1	Instruction	☐	☐	
B-SS 2	Appraisal and advisement	☐	☐	
B-SS 3	Short-term counseling	☐	☐	
B-SS 4	Referrals	☐	☐	
B-SS 5	Consultation	☐	☐	
B-SS 6	Collaboration	☐	☐	
Planning and Assessment (8)				
B-PA 1	Vision and mission alignment	☐	☐	
B-PA 2	Identifies gaps	☐	☐	
B-PA 3	Achievement gap plan annually	☐	☐	
B-PA 4	Assesses and reports impact	☐	☐	
B-PA 5	Use of time	☐	☐	
B-PA 6	Agreement with the administrator	☐	☐	
B-PA 7	Advisory council	☐	☐	
B-PA 8	Appraisal process	☐	☐	

Counts: ___ Distinguished ___ Proficient ___ Developing ___ Unsatisfactory (ASCA prints no total; do not average)

Item wording shortened from ASCA's School Counselor Performance Appraisal. Use ASCA's form for the exact text and the rating of record.

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Appraisal Evidence Planner

Filled example (fictional school) · page 2 of 3: Maple Hollow Elementary, June 13, 2029

0 = Unsatisfactory · 1 = Developing · 2 = Proficient · 3 = Distinguished · one artifact per item · totals, no student names

School counselor	Evaluator	School year	Self rating	Final meeting
J. Rivera	A. Brooks (principal)	2028-2029	Sept 14, 2028	June 13, 2029

Rate each item, then name the one artifact that shows it

Code	Item (shortened)	Self	Evaluator	Artifact you will bring (one per item)
Professional Beliefs: Mindsets (7)				
M 1	Every student can learn and succeed	3	3	Reading Strong gap plan for the 15 lowest grade 4 readers
M 2	Access to a high-quality education	2	2	Spanish reading comments; bus route request
M 3	Graduate prepared for postsecondary	2	2	Career lessons in grades 3 to 5 on the delivery plan
M 4	Access to the school counseling program	3	3	Delivery plan: lessons in every grade, K to 5
M 5	Programs are collaborative	3	3	Council minutes Oct 17 and Apr 26; teacher data meetings
M 6	School counselors are leaders	1	2	School improvement team; staff data presentation
M 7	Academic, career, social/emotional development	2	2	Delivery plan and data reports in all three domains
Professional Foundation (9)				
B-PF 1	Theories (incl. MTSS)	2	2	Gap plan (Tier 2); family handout on reading at home
B-PF 2	Systems, policy, research, trends	2	2	Oct 17 council minutes (mission alignment)
B-PF 3	Legal and ethical principles	3	3	Posted confidentiality statement; ethics PD certificate
B-PF 4	Professional standards and competencies	2	2	PS&C self-assessment and PD plan, Sept 2028
B-PF 5	Uses the ASCA Student Standards	3	3	Delivery plan, gap, lesson and small-group plans
B-PF 6	Cultural, social, environmental influences	2	2	Spanish reports and letters; PD certificate
B-PF 7	Leadership	2	2	Annual calendar; gap plan; council agendas
B-PF 8	Advocacy	2	2	Use-of-time summary; testing coordination request
B-PF 9	Systemic change	2	3	Bus route changed Feb 5, 2029; absences 63* to 34
Direct and Indirect Student Services (6)				
B-SS 1	Instruction	3	3	Plan It, Pack It lesson plan and data report
B-SS 2	Appraisal and advisement	1	1	None yet: grade 5 inventory lesson planned
B-SS 3	Short-term counseling	3	3	Cool and Ready small-group plan and data report
B-SS 4	Referrals	2	2	Referral list updated Sept 2028; brochure English only
B-SS 5	Consultation	3	2	Teacher data meetings; no family workshop this year
B-SS 6	Collaboration	3	3	Partner list; both council agendas and minutes
Planning and Assessment (8)				
B-PA 1	Vision and mission alignment	3	3	Beliefs statement; alignment statement for Oct 17
B-PA 2	Identifies gaps	3	3	Data priorities with disaggregated reading data
B-PA 3	Achievement gap plan annually	3	3	Gap plan and data report; mid-year adjustment
B-PA 4	Assesses and reports impact	2	2	Apr 26 council handout, results in totals
B-PA 5	Use of time	1	1	Calculators 76.1% (2027-28); conference notes
B-PA 6	Agreement with the administrator	3	3	Conference template signed Aug 24, 2028
B-PA 7	Advisory council	3	3	Members list, two agendas, two sets of minutes
B-PA 8	Appraisal process	2	2	This appraisal; crosswalk to the district form

Counts (evaluator): 14 Distinguished, 14 Proficient, 2 Developing, 0 Unsatisfactory. Not averaged. B-SS 6 d: not applicable (no intern).

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Appraisal Conversation and Growth Plan

Agree the scale, compare ratings, set goals · page 3 of 3

Agree the process at the August conference · self rate in September · mid-year check · final meeting in May or June

1. The scale: ASCA's labels and the working definition we agreed (ASCA gives labels only)

Rating	ASCA's label	What it means for us this year (write it, then both initial it)
0	Unsatisfactory	
1	Developing	
2	Proficient	
3	Distinguished	

2. Before the meeting

- ☐ Form of record agreed (district or ASCA)
- ☐ PS&C self-assessment done; PD plan dated
- ☐ One artifact named for each of 23 items
- ☐ Every 3 has results or reach evidence
- ☐ Signed administrator conference in folder
- ☐ Both council agendas and minutes in folder
- ☐ Crosswalk to the district form (if used)
- ☐ Dates set: self rating, mid-year, final
- ☐ All 30 items self rated
- ☐ One example for each of the 7 beliefs
- ☐ Every 0 or 1 has a reason and a next step
- ☐ Use-of-time summary, honest note if under 80%
- ☐ No student names; data in totals
- ☐ Item 6 (PF) rating recorded on paper

3. Where our ratings differ: the evidence we looked at and the rating we agreed

Item	Self	Evaluator	Evidence discussed	Agreed

4. Growth goals for next year (two or three, from the lowest agreed ratings)

Item	What I will do	Artifact that will show it	By when

5. Comments for the four ASCA boxes, meeting date and next check date

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