RAMP Application Checklist

Fifth edition rubric, section by section · page 1 of 3: Sections 1 to 4

7 sections · 82 points · one data collection year · submit in the fifth edition portal by Oct. 1, 11:59 p.m. ET

Section 1. ASCA Student Standards Delivery Plan (9 points)

Upload: completed ASCA Student Standards Delivery Plan (Excel)

- [ ] 1.1 Tier 1 lessons named for every grade level
- [ ] 1.2 One behavior standard per Tier 1 lesson
- [ ] 1.3 Grade level(s) in the participant column
- [ ] 1.4 1+ Tier 1 lesson has a family/partner event
- [ ] 1.5 Each event supports its lesson and standard
- [ ] 1.6 At least two Tier 2 small groups
- [ ] 1.7 One behavior standard per group session
- [ ] 1.8 Titles convey purpose (or brief explanation)
- [ ] 1.9 Start month for every lesson and session

Section 2. Achievement Gap Plan and Data Report (26 points)

Upload: completed School Counseling Program Data Priorities (PDF)

Upload: completed Achievement Gap Plan and Data Report, with the optional data organizer and graphs (PDF)

- [ ] 2.1 School, district or state goals listed
- [ ] 2.2 A measurable data point for each goal
- [ ] 2.3 Numbers of students, not percentages
- [ ] 2.4 Priorities to address checked
- [ ] 2.5 Gap plan priority is achievement data
- [ ] 2.6 Matches a data point checked to address
- [ ] 2.7 Goal: end date, 2+ descriptors, metric, numbers
- [ ] 2.8 2+ contributing factors, one the student view
- [ ] 2.9 Standards informed by goal and factors
- [ ] 2.10 Objectives align with the standard(s)
- [ ] 2.11 Every objective has a pre/post item
- [ ] 2.12 2+ direct student services strategies
- [ ] 2.13 2+ indirect strategies with partners
- [ ] 2.14 Students at start and end (explain change)
- [ ] 2.15 Life-readiness graph matches organizer
- [ ] 2.16 Standards on graph match the plan
- [ ] 2.17 Pre/post side by side, aggregate only
- [ ] 2.18 Subtitle, Y label with scale, X label, labels
- [ ] 2.19 Academic graph matches organizer
- [ ] 2.20 Baseline/final side by side, aggregate
- [ ] 2.21 Subtitle, Y label, X label with when, labels
- [ ] 2.22 Likert averages, knowledge percent correct
- [ ] 2.23 A result for every assessment item
- [ ] 2.24 Baseline matches the goal statement
- [ ] 2.25 Actual final achievement data reported
- [ ] 2.26 Percent change, baseline to final

Section 3. Advisory Council (11 points)

Upload: completed first-semester and second-semester advisory council templates (agenda and minutes)

- [ ] 3.1 Council focused only on school counseling
- [ ] 3.2 Members and roles listed, one role each
- [ ] 3.3 Roughly 8 to 20 members
- [ ] 3.4 Vision and mission statements (or N/A)
- [ ] 3.5 How the program aligns (100 words max)
- [ ] 3.6 Fall agenda: alignment, priorities, gap, delivery
- [ ] 3.7 Fall minutes: summary of every item
- [ ] 3.8 Fall minutes: feedback on 2+ overviews
- [ ] 3.9 Spring agenda: gap, lesson, small-group updates
- [ ] 3.10 Spring minutes: summary of every item
- [ ] 3.11 Spring minutes: feedback on 2+ updates

Section 4. Annual Administrator Conference (6 points)

Upload: one conference template per school counselor (PDF) + two use-of-time 5-day calculators each, prior year (Excel)

Upload if staff changed in the prior year: a statement explaining fewer calculators (PDF)

- [ ] 4.1 Every section completed for each counselor
- [ ] 4.2 Held and signed in the first two months
- [ ] 4.3 One 5-day week each semester, prior year
- [ ] 4.4 Reported use of time = average of the two
- [ ] 4.5 Activities coded to ASCA definitions
- [ ] 4.6 Only one classification per entry

Notes for Sections 1 to 4 (missing pieces, questions, who is fixing what)

Rubric items shortened. Check every item against ASCA's RAMP Scoring Rubric, Fifth Edition, and use ASCA's templates unaltered.

RAMP Application Checklist

Fifth edition rubric, section by section · page 2 of 3: Sections 5 to 7 and final checks

Section 6 group cannot be the group in your achievement gap plan · reflections have word limits

Section 5. Lesson Plan and Data Report (11 points)

Upload: one stand-alone lesson plan and data report, or one from a unit with data for the whole unit (PDF)

- [ ] 5.1 Title/topic, participants and setting
- [ ] 5.2 One Life-Readiness + 1+ Academic Success
- [ ] 5.3 Only one behavior standard
- [ ] 5.4 Objectives align with the standard
- [ ] 5.5 Every objective has an assessment item
- [ ] 5.6 Each step supports the objective(s)
- [ ] 5.7 Students at start and end (explain change)
- [ ] 5.8 Life-readiness graph(s) match the data
- [ ] 5.9 Likert averages, knowledge percent correct
- [ ] 5.10 A result for every assessment item
- [ ] 5.11 Inclusion strategy (250 words max)

Section 6. Small-Group Plan and Data Report (16 points)

Upload: small-group plan and data report template (PDF) · 4+ sessions, 3 to 12 students

- [ ] 6.1 Title or focus and number of sessions
- [ ] 6.2 1+ Life-Readiness + 1+ Academic Success
- [ ] 6.3 Achievement data for the group's students
- [ ] 6.4 One behavior standard per session
- [ ] 6.5 Objectives align with the standard
- [ ] 6.6 Every objective has an assessment item
- [ ] 6.7 Teaching content supports the objective
- [ ] 6.8 Student practice supports the objective
- [ ] 6.9 Expected and actual participants (explain)
- [ ] 6.10 Life-readiness graph(s) match the data
- [ ] 6.11 Academic success graph matches the data
- [ ] 6.12 Likert averages, knowledge percent correct
- [ ] 6.13 A result for every assessment item
- [ ] 6.14 Baseline matches the group description
- [ ] 6.15 Actual final achievement data reported
- [ ] 6.16 Percent change, baseline to final

Section 7. Reflections and Signature Page (3 points)

Upload: completed signature page (PDF) · original signatures preferred

- [ ] 7.1 Two examples of student benefit (250 words)
- [ ] 7.2 Two actions for the next 1 to 4 years (250)
- [ ] 7.3 Counselors, council, principal, board rep signed

Before you press submit (whole application)

From the rubric's opening pages, the RAMP FAQs and ASCA's suggested timeline

- [ ] No student names, photos or identifiable data
- [ ] Fifth edition templates, in original form
- [ ] Delivery plan and use of time as Excel
- [ ] Everything else uploaded as PDF
- [ ] Every section complete, every upload opened
- [ ] Correct data collection year chosen in portal
- [ ] Only school counseling, school or district access
- [ ] Fee paid per the portal's instructions

Cross-checks reviewers can see (our list, built from the rubric items named)

The same numbers and choices have to agree from one template to the next

- [ ] Checked data point (2.4) = gap plan priority (2.6)
- [ ] Goal baseline = organizer baseline (2.24)
- [ ] Graph standards = plan standards (2.16)
- [ ] Graphs match the data organizer (2.15, 2.19)
- [ ] Use of time = average of two calculators (4.4)
- [ ] Fall agenda: priorities, gap, delivery (3.6)
- [ ] Spring agenda: gap, lesson, group updates (3.9)
- [ ] Section 6 group is not the gap plan group
- [ ] Unit lesson: data report covers the whole unit
- [ ] Changes in student counts explained (2.14, 5.7, 6.9)

Who owns each section

Section	Owner	Draft by	Final check	Done
1. Delivery plan				☐
2. Data priorities and achievement gap plan				☐
3. Advisory council				☐
4. Administrator conference and use of time				☐
5. Lesson plan and data report				☐
6. Small-group plan and data report				☐
7. Reflections and signature page				☐

Rubric items shortened. Check every item against ASCA's RAMP Scoring Rubric, Fifth Edition, and use ASCA's templates unaltered.

Free printable from Lotus & Tulip · lotustulip.com/ramp-application-checklist-school-counselor.html

RAMP Data Year Planner

ASCA's suggested fifth edition timeline, with your own dates · page 3 of 3

Use-of-time calculators come from the school year before the data collection year

School	Data collection year	Submit by (Oct. 1)	Use-of-time year

1. The year, month by month (tasks in ASCA's suggested order)

When (ASCA)	Task (ASCA's suggested timeline)	Our date	Owner	Done
July to August	School Data Priorities (one per school); Achievement Gap Plan and Data Report (one or two)			☐
August to September	Advisory council dates and agendas; annual administrator conference (each counselor); delivery plan finalized			☐
September to October	Lesson plan finalized (one Tier 1 lesson, or one from a unit of three); small group finalized (4+ sessions)			☐
October to December	Advisory council first-semester meeting; lesson plan delivery; small group delivery			☐
January	Create or update school portal account; lesson plan delivery; small group delivery			☐
February to March	Lesson and small group delivery; data reports (lesson, small group, achievement gap plan)			☐
April to May	Advisory council second-semester meeting; data reports completed, analyzed, graphs made; signature page			☐
June to October	Review every upload, template, entry, reflection and the signature page before submitting			☐

2. Upload tracker (one line per file; open each upload after it is in)

Sec.	Upload	Format	File name	Checked by	Done
1	ASCA Student Standards Delivery Plan	Excel			☐
2	School Counseling Program Data Priorities	PDF			☐
2	Achievement Gap Plan and Data Report (+ organizer, graphs)	PDF			☐
3	Advisory council first-semester template	PDF			☐
3	Advisory council second-semester template	PDF			☐
4	Annual Administrator Conference, each counselor	PDF			☐
4	Use-of-time 5-day calculators, two per counselor	Excel			☐
4	Staff change statement (only if needed)	PDF			☐
5	Lesson Plan and Data Report	PDF			☐
6	Small-Group Plan and Data Report	PDF			☐
7	Signature page	PDF			☐

3. Questions for ASCA (RAMP office hours or the RAMP contact)

Rubric items shortened. Check every item against ASCA's RAMP Scoring Rubric, Fifth Edition, and use ASCA's templates unaltered.

L&T

Lotus & Tulip

Liked this free printable?

The complete, ready to print version is here:

Complete Small Group Counseling Bundle

Holiday sale on Etsy until Dec 2: about $29.44, was $37

Get it on Etsy

etsy.com/listing/4607587422 | instant digital download

See every page first: lotustulip.com/complete-small-group-counseling-bundle-5-groups.html

More free printables: lotustulip.com/free-tools.html

Lotus & Tulip printables. Personal and professional use with your own clients or students.