



Counselors' File - Checklist

Purpose:

The purpose of this document is to assist the counselor to maintain important information in the counselors' file for day to day quick reference.

Checklist

We recommend arranging the file in the following sequence. Divide the file into 3 sections.

(1) MyBeeClub <ul style="list-style-type: none"> • Fee Structure for MyBeeClub • MyBeeClub Schedule • Assessment form template for each program • MyBeeClub - Teachers Weekly Log • MyBeeClub Student Continuation Form • MyBeeClub - Prerequisite and Goals 	
(2) Admin <ul style="list-style-type: none"> • Product Tariff • Center - QC Checklist • Parent Orientation Touch Points • Index Label Master List • Library Guidelines • Stationery Guidelines • Housekeeping Guidelines • SMS Guidelines • Purchase Order - Template 	(3) Staff <ul style="list-style-type: none"> • Teacher Starter Kit - Check list • Teachers Calendar • Teachers Daily Activity Schedule - MyBeeClub • Staff Leave Request Form • Employee Monthly Review • Expense Reimbursement Form • Staff Continuation Form