

**Comprehensive Guidance and Counseling Program Grades K-12**  
**Program Evaluation**

In maintaining a comprehensive school counseling program, collecting data on an annual basis is pertinent in evaluating the counseling program. Following are key components to a program evaluation:

1. Description of school, community, and the counseling program.
  - a. Student Enrollment
  - b. Number of Students by grade level.
  - c. Socio-economic status of student body
  - d. Ethnic composition of student body by percentage
  - e. Generalization of educational level of students based on test results
  - f. Number of staff
  - g. Number of other school district specialists
  - h. Definition of counselor caseload
2. Structural Components: Program philosophy and planning
  - a. Description
  - b. Evaluation of program philosophy and planning
  - c. Plans for improvement of program philosophy and planning
3. Counseling Curriculum
  - a. Description
  - b. Evaluation of program philosophy and planning
  - c. Plans for improvement of program philosophy and planning
4. Individual student planning
  - a. Description
  - b. Evaluation of program philosophy and planning
  - c. Plans for improvement of program philosophy and planning
5. Responsive Services
  - a. Description
  - b. Evaluation of program philosophy and planning
  - c. Plans for improvement of program philosophy and planning
6. System Support
  - a. Description
  - b. Evaluation of program philosophy and planning
  - c. Plans for improvement of program philosophy and planning
7. Summary of counseling program evaluation
  - a. Evaluation of overall plan
  - b. Plan for improvement of overall plan