***School Counselor Folder Checklist***



* Create 1 folder for the school counselor.
* This can be used to train students who are absent on the original date.
* Use 2-Pocket Portfolio Folder with fasteners.

Front of Folder

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| **Item** | **Check if Complete** |
| ***Printout of PowerPoints***  Each grade level PowerPoint (1st-5th grades)  Handouts 4 slides/page  Separate each grade level PowerPoint w/ a colored sheet  (hole punch and place in fasteners) |  |
| ***Paws in Job Land Map***  With all cluster areas clearly identified  (place in left-hand pocket of folder) |  |
| ***Teaching Tips***  Appropriate Grade-Level Teaching Tip Sheet  Each grade level (1st – 5th grades)  (place in left-hand pocket of folder behind map) |  |
| ***Stickers for Career Lessons***  2 sheets  (place in right-hand pocket of folder) |  |
| ***Elementary Bookmark***  Qty of 15  (place in right-hand pocket of folder) |  |
| ***Activity/Coloring Page***  Grade-level appropriate activity sheet  5 sheets for each grade level (1st – 5th grades)  (place in right-hand pocket of folder) |  |
| ***Counselor Folder Label***  One printed and placed on front of folder  (bottom-right corner---see picture above) |  |
| ***Career Lesson Sticker***  One printed and placed on front of folder  (centered---see picture above) |  |
| ***WBL Business Card***  Place a business card on the left-hand pocket of folder |  |