***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/pageSeparate 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 SheetEach 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 sheet5 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 |  |