

## MEASURE

**M**ission, **E**lement, **A**nalyze, **S**takeholders-**U**nite, **R**esults, **E**ducate,  
A Six-step Accountability Process for School Counselors

**Name and Address of School:**

**Principal:**

**Name of Counselor(s) Leading the Initiative:**

**Enrollment:**

**School Demographics:**

Caucasian/Non-Hispanic

African American

Hispanic

Asian/Pacific Islander

Native American

Multi-Racial

Free-Reduced lunch

English as Second Language

Exceptional Student Education/Special Education

STEP ONE: **MISSION**

**Mission**

Connect your work to your school's mission in keeping with the ASCA or your state's comprehensive school counseling model.

Your school or department's mission statement is:

STEP TWO: **ELEMENT**

**Element**

What critical data *element* are you trying to impact? (Examples include: grades; test scores; attendance; promotion rates; graduation rates; postsecondary-going rate; enrollment into honors or AP courses, special education; discipline referral data; etc.

What is the *baseline* for the data element? Where do you hope to move it *goal*?

Element:

Baseline:

Goal:

### STEP THREE: **ANALYZE**

**Analyze** the data element. You can use percentages, averages, raw scores, quartiles, or stanines. You can aggregate or disaggregate the data to better understand which students are meeting success. You can disaggregate by gender, race, ethnicity, socio-economic status or in a multitude of ways to look at student groupings.

The Baseline Data revealed:

### STEP FOUR: **STAKEHOLDERS - UNITE**

**STAKEHOLDERS - UNITE** to develop strategies to impact the data element

Beginning Date:

Ending Date:

<b>Stakeholders</b>	<b>Strategies</b>
School Counselor(s)	▪ .
Administrator(s)	▪
Teachers	▪
Students	▪
Student Organizations (clubs, teams, etc.)	▪
Parents	▪
Parent Teacher Associations	▪
School Psychologists	▪
Social Workers	▪
Community Agency Members	▪
Faith Based Organizations	▪
Youth and Community Associations	▪
Colleges and Universities	▪
Classroom Teacher Assistants	▪
Other Support Staff (front office, custodial, cafeteria, playground)	▪
School Improvement Team	▪
Resources (grants, technology, etc.)	▪
	▪
	▪
	▪

## STEP FIVE: RESULTS

**Results:** Restate your baseline data. State where your data is now. Did you meet your goal?

Restate baseline data:

Results (data now):

Met Goal: Yes\_\_\_\_ No \_\_\_\_

Questions to Consider as you examine results and revise your MEASURE:

Which strategies had a positive impact on the data?

Which strategies should be replaced, changed, added?

Based on what you have learned, how will you revise Step Four “Stakeholders-Unite?”

How did your MEASURE contribute to systemic change(s) in your school and/or in your community?

## STEP SIX: EDUCATE

**Educate** others as to your efforts to move data. Develop a report card that shows how the work of the school counselor(s) is connected to the mission of the schools and to student success. Below is an example of a report card.

## (School Name) MEASURE OF SUCCESS

**Principal:****School Counselor(s):****Enrollment:**

<b>Principal's Comment</b>	
<b>School Counselor(s)'s Comment</b>	<b>Results</b>
<b>Critical Data Element (s)</b>	
<b>Systemic Changes</b>	
	<b>Faces behind the Data</b>
<b>Stakeholders Involved</b>	
<b>Counselor(s)</b>	
<b>Administrator:</b>	
<b>Teachers:</b>	
<b>Parents:</b>	
<b>Students:</b>	
<b>Colleges and Universities:</b>	
<b>Business Partners:</b>	

The Educate step in MEASURE has been adapted with permission from the Student Personnel Accountability Report Card sponsored by the California Department of Education and Los Angeles County Office of Education.