



Appendix F

Guidance Planning Surveys

The Guidance Planning Survey is designed to assist school counselors in indentifying themes and priority areas within the guidance and counseling curriculum that have been identified by students, parents and teachers as areas that should be addressed through the guidance and counseling program. Data from the survey will provide school counselors the information necessary to identify priority grade level expectations and allow them to focus time and energy on developing guidance and counseling curriculum activities that best meets the needs of students.

The Assessment Resource Center (ARC) has a machine scorable version of the Guidance Planning Survey and it may be purchased from them. A technical manual is available free of charge. The link to the technical manual is: <http://arc.missouri.edu/K12/MOGPS%20layout.pdf>. The website for ARC is: <http://arc.missouri.edu/>.

This appendix includes a simplified version of a Guidance Planning Survey that allows schools to prioritize the strands within the guidance and counseling curriculum.

Date:

Dear Parent:

In order to meet both the Missouri Comprehensive Guidance and Counseling and Missouri School Improvement Program guidelines, the _____ Counseling Department conducts a Guidance Planning Survey every ____ years. The results of this survey help us to plan our guidance and counseling program around themes identified as important by students, parents, and teachers.

Enclosed you will find a copy of this survey to be completed by you. Your child will also complete a student version of this form at school. We are using a random sampling of students rather than surveying the entire population and it is important that we gather results from the students that were selected as well as their parent.

Please help us by taking a few minutes to complete the parent survey and then return it to school with your child.

Thank you.

School Counselor



SCHOOL: _____ **STUDENT NUMBER:** _____

MISSOURI COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM
Guidance Planning Survey
Elementary School: Grades 3-5
Student Form

Identify your grade level:

- | | | |
|-----------------------|-----------------------|-----------------------|
| 3 | 4 | 5 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Directions: The directions and survey statements will be read and explained by the school counselor or the classroom teacher. The student will mark their top 5 choice of needs. # 1 will indicate the most important choice, # 2 - 2nd most important choice, etc.

Students my age need to:

___ Know about themselves and how they can be a helpful member of a group. (PS1)

___ Know how to be successful in school. (AD4)

___ know and use skills that will help them to be safe and healthy. (PS3)

___ Know how to use good work habits and skills at school. (CD9)

___ Know what school skills will help them when they grow up. (CD7)

___ Know how to set goals and plan to help themselves be successful in school. (AD6)

___ Know what is expected of them when they change grade levels. (AD5)

___ Know about many kinds of jobs and how people learn to do their jobs. (CD8)

___ Know how to interact with others in ways that show respect for all people. (PS2)

MISSOURI COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM
Guidance Planning Survey
Middle School: Grades 6-8
 Student

 6 7 8

 Parent

 Teacher/School Staff

Directions:

Below are nine statements of student needs K-12. You are asked to identify the ones you consider to be the top five needs of students in grades 6 through 8. Choose what you consider to be the most important or #1 student need. Circle the number of your choice in the "Most Important Need" box. For example if you consider "Students need to know how to apply personal safety skills" as the most important need, circle the number 3 choice in the box labeled Most Important Need. Then choose the second most important need and circle the number of that need in the 2nd box, etc.

Students this age need to:

1. Know themselves as individuals and as members of diverse groups. (PS 1)
2. Know how to use skills needed to be successful in school. (AD4)
3. Know how to keep themselves safe and healthy. (PS 3)
4. Know the skills that help them be successful on the job. (CD9)
5. Know how to apply career exploration and planning skills in choosing a career path. (CD7)
6. Know how to select courses based on interest and educational goals. (AD6)
7. Know what is expected of them at the next grade level. (AD5)
8. Know where and how to obtain information about the world of work and the education. (CD8)
9. Know how to interact with others in ways that respect individual and group differences. (PS2)

Most Important Need	2 nd Most Important Need	3 rd Most Important Need	4 th Most Important Need	5 th Most Important Need
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9



MISSOURI COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM
Guidance Planning Survey
 High School: Grades 9-12

Student

9 10 11 12

Parent

Teacher/School Staff

Directions:

Below are nine statements of student needs K-12. You are asked to identify the ones you consider to be the top five needs of students in grades 9 through 12. Choose what you consider to be the most important or #1 student need. Circle the number of your choice in the “ Most Important Need” box. For example if you consider “Students need to know how to apply personal safety skills” as the most important need, circle the number 3 choice in the box labeled Most Important Need. Then choose the second most important need and circle the number of that need in the 2nd box, etc.

Students this age need to:

1. Know themselves as individuals and as members of diverse groups. (PS 1)
2. Know how to apply skills needed for educational achievement. (AD4)
3. Know how to apply personal safety and coping skills. (PS3)
4. Know how to apply employment readiness skills and the skills for on-the-job success. (CD9)
5. Know how to apply career exploration and planning skills in the achievement of life career goals. (CD7)
6. Know how to develop, apply and monitor personal educational plans. (AD6)
7. Know how to apply the skills of transitioning between educational levels. (AD5)
8. Know where and how to obtain information about the world of work and post-secondary training/education. (CD8)
9. Know how to interact with others in ways that respect individual and group differences. (PS 2)

Most Important Need	2 nd Most Important Need	3 rd Most Important Need	4 th Most Important Need	5 th Most Important Need
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9



MISSOURI COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM

Guidance Planning Survey

ELEMENTARY SCHOOL: GRADES 3-5

SUGGESTED EXAMINER DIRECTIONS

The directions and survey statements are to be read and explained by the school counselor..

DIRECTIONS

“Below are nine statements about what all students need to know in order to be more successful in school. You’ve been specially selected because we know you think carefully and know what students your age need to know. Students all over our district and in all grades are going to be giving us their ideas. It’s important for you to think about students your age when you give us your answers.

I am going to read each statement and give you a chance to ask questions if you do not understand what the statement means, then you will have a chance to mark the ones you think are the most important.”

TO THE EXAMINER:

READ EACH STATEMENT AND TAKE TIME TO ANSWER QUESTIONS AFTER THE STATEMENT IS READ.

Students my age:

- ___ need to know about themselves and how they can be a helpful member of a group. (PS1)
- ___ need to know how to interact with others in ways that show respect for all people. (AD4)
- ___ need to know and use skills that will help them to be safe and healthy. (PS3)
- ___ need to know how to be successful in school. (CD9)
- ___ need to know what is expected of them when they change grade levels. (CD7)
- ___ need to know how to set goals and plan to help themselves be successful in school. (AD6)
- ___ need to know what school skills will help them when they grow up. (AD5)
- ___ need to know about many kinds of jobs and how people learn to do their jobs. (CD8)
- ___ need to know how to use good work habits and skills at school. (PS2)

“Next, you get to make some choices about the areas you think are the most important for students your age to know about. You will choose your TOP FIVE choices – so you will have to think about each one carefully. Think about the statements we read. Choose the one that YOU think is the most important for students your age to know more about. All of them are important, but if you could choose just one, which would it be? Which one do you think is the most important for students your age to know more about? **Write the number 1 on the line next to the statement you think is the most important.**

We are going to do the same thing for your second choice. You’ve already marked the one that is MOST important; now we want you to decide on the one that is the next (or second) most important for students your age to know more about. Think about the statements we read. Choose the one that YOU think is the next or second most important for students your age to know more about. All of them are important, but if you could choose just one as the next most important, which would it be? Which one do you choose as the second most important for students your age to know more about? **Write the number 2 on the line next to the statement you think is the second most important.**

Thank you for thinking carefully about your choices. You are helping us learn more about what students your age need to know more about! Now we are ready to choose the area that YOU think is the THIRD most important thing for students your age to know more about.”

TO THE EXAMINER:

FOLLOW THE SAME PROCEDURE FOR STUDENTS’ THIRD, FOURTH AND FIFTH CHOICES. Emphasize the importance of the students’ role in helping us learn more about what students want/need to know.