**Counseling Students Folder Minimal Content Checklist**

Student Name Semester and Year of Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year /Semester Completed: ………………………. Degree: …………………………………………………

□ School Counseling Program

□ Mental Health Counseling Program

|  |  |  |
| --- | --- | --- |
| **Description** | **Date Included** | **Faculty/**  **Staff Initials** |
| **ENTRY** |  |  |
| Graduate APPLICATION |  |  |
| Interview Rubric |  |  |
| Graduate Application ESSAY |  |  |
| Graduate Application LETTERS OF RECOMMENDATION |  |  |
| Graduate Application TRANSCRIPTS |  |  |
| Graduate Application TEST RESULTS (GRE OR MAT) |  |  |
| CLAST, PRAXIS, MIN 1000 GRE, or GKT (circle one)(School Counseling) |  |  |
| Met ESOL requirement (School Counselors) |  |  |
| Met Reading literacy requirement (School Counselors) |  |  |
|  |  |  |
|  |  |  |
| **DURING** |  |  |
| Planned Program |  |  |
| Student Review Letter |  |  |
| Student Review Letter |  |  |
| Proof of Liability Insurance for Each Field Experience Course |  |  |
| Cumulative Internship Logs |  |  |
| Letters to outside agencies for licensure or certification |  |  |
|  |  |  |
|  |  |  |
| **EXIT** |  |  |
| Exit Exam Report |  |  |
| Met ESOL requirement (school counselors) |  |  |
| Met Reading literacy requirement (school counselors) |  |  |
| Copy of graduation clearance documents |  |  |
| Subject Area Exam Passed (School Counselors) |  |  |