

SLC Task List for Advisors

DEADLINE	TASK	CHECK OFF
Four Weeks Prior to Start Date	Review SLC rubric and expectations with students	
Three Weeks Prior to Start Date	Send invitations to parents, guardians, and guests (recommended RSVP date is two weeks prior to SLC window)	
Three Weeks Prior to Start Date	Update portfolios – including, but not limited to, updating PLPs (graduation tracking, gap analysis, and community service), collecting work samples, and adding artifacts to ‘Who Am I’ tab	
One to Two Weeks Prior to Start Date	Advisory self-assessment using rubrics, including follow-up conversation with advisor	
One to Two Weeks Prior to Start Date	Write reflections on goals, work samples, and advisory	
One Week Prior to Start Date	Check-in with students to confirm SLC date and time	
One Week Prior to Start Date	Discuss the SLC agenda with advisory group	
One Week Prior to Start Date	Complete a rehearsal of an SLC with advisory group (if applicable)	
By End of Given Two Week Scheduling Window	All SLCs are completed	
Within One Week After Conferences are Complete	Complete and submit faculty data surveys	
Within One to Two Weeks After Conferences are Complete	Debrief the SLC process with advisory group and go over SLC rubric grades with individual students	