RAMP Application Timeline

It is always helpful to establish a plan for submitting your school's RAMP application. It takes an entire school year to gather data, complete templates, prepare graphs, write reflections and ensure they are all uploaded correctly. Here are some thoughts to consider as you plan:

- Ongoing ASCA National Model implementation is key to making the RAMP application submission a seamless process. Some templates that have been created in previous years may only need editing for the current year, saving time along the way. Be sure each is updated to the most current template.
- The data collection year is the year you implement and assess the components for submission in October of the next school year. (Example: 2022–2023 data collection and submit October 2023)
- Plan for interruptions. They will happen. Leave time at the end in case it is needed for additional revisions.

- Use-of-time calculators for each school counselor should be from the school year just before the data collection year (so, for October 2023 submissions, the data year is 2022–2023 and the use-of-time calculators are from 2021–2022). See Section 4.
- Revisit the rubric often to ensure you are responding to reflection questions accordingly and that you are preparing exactly what is specified in the rubric.
- Ensure you are working in the correct application year of the portal. For example, if submitting in October 2023, you are choosing year 2022–23 in the portal.

Below is a suggested timeline of completing each section.
You should personalize and adjust based on your school calendar and other factors.

DATA COLLECTION YEAR

Month	Activity
July–August	☐ Mission and Vision Statements ☐ School Data Summary (one per school) ☐ Annual Student Outcome Goals (one or two may be submitted)
August–September	☐ Advisory Council Meeting Dates/Agendas ☐ Annual Administrative Conference (one per school counselor, each with two use-of-time calculators from the previous school year) ☐ Classroom and Group Mindsets & Behaviors Action Plan Finalized for School Year ☐ Annual Calendar Finalized for School Year
September–October	☐ Lesson Plans Finalized (three independent classroom lessons or one class unit of three lessons & one small group with plan for each session)
October–December	☐ Advisory Council Fall Semester Meeting ☐ Lesson Plan Delivery
January	☐ Create/Update School Portal Account (ramp4.org) ☐ Lesson Plan Delivery
February–March	☐ Lesson Plan Delivery ☐ Results Reports
April–May	☐ Advisory Council Spring Semester Meeting ☐ Results Reports (Completed & Analyzed, Graphs Created) ☐ Signature Page (download from Finalize section of portal)

Need more RAMP information? Go to https://www.schoolcounselor.org/RAMP