RAMP Applications submitted in October 2020
(Using 2019–2020 school year data)

To accommodate the RAMP application completion challenges in light of school shutdowns, ASCA has adjusted the submission requirements. Review the documents carefully to ensure you are aware of elements that are unchanged, adjusted and new. These changes apply to the October 2020 RAMP submission window only.

**GENERAL PROCESS**

1. Review the revised scoring and submission expectations for the edition under which your school is applying (3rd or 4th). Determine your school’s readiness for applying based on those guidelines.
3. Complete the Response to School Closures questions in the portal.
4. Submit required information and documents for each of the 12 (3rd edition) or 10 (4th edition) sections of the RAMP application.

**RESPONSE TO SCHOOL CLOSURES**

The school counselor(s) will submit information about the impact of and response to the school closures due to the pandemic. These questions will not be scored but are designed to elicit greater information around the school counseling program following school closures. The RAMP portal will include a section to respond to the questions below.

1. Indicate the exact closure date for your school.
2. Did your school/school district provide virtual instruction to students?

*If your school was able to deliver the school counseling program virtually, please respond to the next questions.*
3. Describe how the school counseling program was integrated into virtual instruction and how it was delivered. (150 word limit)
4. Describe any limitations that affected school counselors’ ability to work with students following school closures, such as district policies/restrictions, students’ access to technology, etc. (150 word limit)
5. Identify the process (3rd) or participation (4th) data. How many classroom instruction lessons were conducted? How many group sessions were conducted? How many students received individual counseling?
6. Identify the strategies to include students who didn’t have technology to connect virtually. (150 word limit)
7. Identify other resources used to reach students (links to services, experiences, webinars, etc.) (250 word limit)
8. Summarize the feedback received from students about activities, lessons, sessions, etc. (250 word limit)
9. Summarize support provided to stakeholders if applicable (staff, parents, administration, community, etc.) (250 word limit)
Section 1: Vision and Mission Statements
No changes in rubric/submission process

Section 2: Annual Student Outcome Goals
No changes in rubric/submission process

Section 3: Class/Group Mindsets & Behaviors Action Plan
No changes in rubric/submission process

Section 4: Annual Administrative Conference
Modifications applied

■ Provide only the use-of-time calculator from fall of 2019–2020 school year (4.C2).

Section 5: Advisory Council
Modifications applied

■ Only submit fall minutes

■ Only submit documentation for fall meeting

Specific rubric points:
■ 5.B4 Spring agenda not required for 2020 submissions
■ 5.D Spring minutes not required for 2020 submissions
■ 5.E Supporting documentation required for fall only for 2020 submissions
■ 5.F Reflection will focus on the fall meeting only for 2020 submissions

*The spring advisory council information can be included for feedback if completed but will not be scored.*

Section 6: Calendars (Annual and Weekly)
No changes in rubric/submission process

■ Annual Calendar:
  ● Submit this document as it existed for the 2019–2020 school year, even though spring months may not have been implemented (depending on school closure date).
  ● Indicate the actual data of school closure/distance learning on the annual calendar

■ Weekly Calendar:
  ● Each school counselor submits one weekly calendar from the fall/first semester and one weekly calendar from the spring/second semester.
  ● The spring/second semester weekly calendar may be from January, February or March, whichever week the school counselors choose within second semester.
  ● Please note: These calendars are not required to match or correlate to the five-day use-of-time calculator.

Section 7: Lesson Plans
No changes in rubric/submission process

Section 8: Classroom Instruction Results Report
Modifications applied

■ Total points (7) automatically awarded.

■ No submissions required.

*The results may be submitted for feedback if completed but will not be scored.*

Section 9: Small-Group Results Report
Modifications applied

■ Total points (7) automatically awarded.

■ No submissions required.

*The group results may be submitted for feedback if completed but will not be scored.*
Section 10: Closing-the-Gap Action Plan/Results Report  Modifications applied

- Parts of section 10 are scored against the rubric, while 4 points are automatically awarded.
- 4 points may be earned if they meet the rubric requirement:
  - A: template used
  - B: Goal statement
  - C: Action plan
  - D: Data collection plan
- 4 points automatically awarded:
  - E: Results data – point automatically awarded
  - F: Mindsets & Behaviors graph – point automatically awarded
  - G: Outcome graph – point automatically awarded
  - H: Reflection – point automatically awarded

The closing the gap results, graphs and reflection may be submitted for feedback if completed but will not be scored.

### SUMMARY OF SCORING PROCESS

<table>
<thead>
<tr>
<th></th>
<th>Required Submissions</th>
<th>Allowable Omissions</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Vision &amp; Mission Statements</td>
<td>Standard rubric requirements</td>
<td>None</td>
<td>Standard scoring</td>
</tr>
<tr>
<td>2-Annual Student Outcome Goals</td>
<td>Standard rubric requirements</td>
<td>None</td>
<td>Standard scoring</td>
</tr>
<tr>
<td>3-Classroom and Group Mindsets &amp; Behaviors Action Plan</td>
<td>Standard rubric requirements</td>
<td>None</td>
<td>Standard scoring</td>
</tr>
</tbody>
</table>
| 4-Annual Administrative Conference | Completed annual administrative conference template for each school counselor  
|                              | One use-of-time five-day calculator per school counselor (2019–2020)  
|                              | Supporting documentation  
|                              | Reflection                     | Use-of-time five-day calculator from previous school year (2018–2019) not required  
|                              | Only need one use-of-time five-day calculator (4.C2)  
|                              | Standard scoring, except:  
|                              | Use-of-time from previous school year not required  
|                              | Only one use-of-time five-day calculator required for 2019–2020)  
| 5-Advisory Council          | Membership (5-A)  
|                              | Fall agenda (5-B)  
|                              | Fall minutes (5-C)  
|                              | Supporting documentation for fall (5-E)  
|                              | Reflection (5F)                     | Spring agenda (5-B4)  
|                              | Spring minutes (5-D)  
|                              | Supporting documentation for spring (5-E)  
|                              | Standard scoring, except:  
|                              | 5-B point does use 5-B4  
|                              | 5-D point automatically awarded  
|                              | 5-E point based on fall documentation  
<p>| 6 – Calendars               | Standard rubric requirements              | None                | Standard scoring                             |
| 7- Lesson Plans             | Standard rubric requirements              | None                | Standard scoring                             |</p>
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<tbody>
<tr>
<td><strong>8-Classroom Instruction Results Report</strong></td>
<td>No submissions required</td>
<td>7 points automatically awarded</td>
</tr>
<tr>
<td><em>The results may be submitted for feedback if completed but will not be scored.</em></td>
<td>No submissions required</td>
<td></td>
</tr>
<tr>
<td><strong>9-Small-Group Results Report</strong></td>
<td>No submissions required</td>
<td>7 points automatically awarded</td>
</tr>
<tr>
<td><em>The group results may be submitted for feedback if completed but will not be scored.</em></td>
<td>No submissions required</td>
<td></td>
</tr>
</tbody>
</table>
| **10-Closing-the-Gap Results Report** | Closing-the-gap template (10A)  
Closing-the-gap goal (10B)  
Closing-the-gap action plan (10C)  
Closing-the-gap data collection plan (10D) | Closing-the-gap results (10E)  
Mindsets & Behaviors graph (10F)  
Outcome graph (10G)  
Reflection (10H)  
*The closing the gap results, graphs and reflection may be submitted for feedback if completed but will not be scored.* | 4 of 8 points earned against the rubric and 4 of 8 points automatically awarded  
4 points earned against rubric requirements of A, B, C and D  
4 points automatically awarded for E, F, G, H |