



RAMP Application Timeline

ASCA National Model® Fifth Edition

It's 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 you've 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: 2025–2026 school year for data collection and submit October 2026)
- 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 2026 submissions, the data year is 2025–2026 and the use-of-time calculators are from 2024–2025).
- 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 utilizing the new fifth edition portal when submitting your fifth edition application. Be sure to choose the correct application year. For example, if submitting in October 2026, you are choosing year 2025–2026 in the portal.

Following is a suggested timeline for completing each section. Personalize and adjust the timeline based on your school calendar and other factors.

DATA COLLECTION YEAR

July–August	<input type="checkbox"/> School Data Priorities (one per school) <input type="checkbox"/> Achievement Gap Plan and Data Report (one or two may be submitted)
August–September	<input type="checkbox"/> Advisory council meeting dates/agendas <input type="checkbox"/> Annual Administrator Conference (one per school counselor, each with two use-of-time calculators from the previous school year) <input type="checkbox"/> ASCA Student Standards Delivery Plan finalized for school year
September–October	<input type="checkbox"/> Lesson plan finalized (choose one lesson, whether one independent Tier 1 lesson or one Tier 1 lesson from a unit of three lessons) <input type="checkbox"/> Small group finalized (choose one small group with a plan for at least four sessions)
October–December	<input type="checkbox"/> Advisory council first semester meeting <input type="checkbox"/> Lesson plan delivery <input type="checkbox"/> Small group delivery
January	<input type="checkbox"/> Create/update school portal account <input type="checkbox"/> Lesson plan delivery <input type="checkbox"/> Small group delivery
February–March	<input type="checkbox"/> Lesson plan delivery <input type="checkbox"/> Small group delivery <input type="checkbox"/> Data reports (lesson, small group, achievement gap plan)
April–May	<input type="checkbox"/> Advisory council second semester meeting <input type="checkbox"/> Data reports (completed and analyzed, graphs created) <input type="checkbox"/> Signature page
June–October	<input type="checkbox"/> Review of all application materials to ensure appropriate template and supporting documentation uploads, correctly entered information, reflection/short answers and completed signature page prior to submitting application