**Academic Counseling Documents**

The academic counselor is responsible for ensuring that the following forms are completed accurately and on time, and submitted properly.

[***Credit Check Form***](http://ccta-psja.jff.org/sites/default/files/CCTA%20Credit%20Check.pdf)

* For identifying which credits and Texas Assessment of Knowledge and Skills the student has achieved and which are needed. Lists the district requirements for graduation (credits and TAKS) and provides places to indicate which credits and TAKS the student has achieved and which are still needed
* Gets student sign off on it

[***Data Registration Enrollment Form***](http://ccta-psja.jff.org/sites/default/files/CCTA%20Data%20Registration%20Enrollment%20Form.pdf)

* For gathering demographic data needed to register student

[***Withdrawal Interview Record***](http://ccta-psja.jff.org/sites/default/files/PSJA%20Withdrawal%20Interview.pdf)

* Completed if student withdraws
* Includes demographic data, reason for withdrawal, verification that counseling was offered, requires signatures of student and parents

[***Employment Verification***](http://ccta-psja.jff.org/sites/default/files/CCTA%20Employment%20Verification.pdf)

* To verify that a student is working and therefore needs early release
* Is sent to employer for completion and returned to CCTA

[***Mini Semester Survey Form***](http://ccta-psja.jff.org/sites/default/files/CCTA%20MiniMester%20Survey.pdf)

* For gathering information on students’ primary choices for mini-mesters
* Includes student schedule, credits needed, concerns

[***District Income Survey Form***](http://ccta-psja.jff.org/sites/default/files/PSJA%20Income%20Survey.pdf)

* For gathering information about income of student or household in which student resides
* Required by district

[***Texas Education Agency Student/Staff Race and Ethnicity Identification Form***](http://ccta-psja.jff.org/sites/default/files/TEA%20Race-Ethnicity.pdf)

* For gathering information about the race and ethnicity of all students and staff
* Required by TEA

[***New to the District Checklist***](http://ccta-psja.jff.org/sites/default/files/PSJA%20New%20to%20the%20District%20Checklist.pdf)

* A checklist of all documents needed to enroll student new to the district