



High School Student Program Review Survey

Purpose of High School Student Program Review

This survey is designed to gather perceptions of high school students regarding the school counseling program. Survey data can help establish the frequency and type of student-counselor interactions. Data is gathered on gender, ethnicity, and number of years in the school. Students are also asked to respond to open-ended questions regarding the counseling program's strengths and weaknesses and changes they would recommend to improve the program.

Step-by-Step Instructions for Completing the Survey

Step	Action Steps	Description
1	Decide which high school students will complete the survey	– The survey can be used in Grades 9 through 12. It works especially well as a senior survey, because students have been in the program longer and have more experiences upon which to reflect and comment.
2	Make preparations for administering the survey to high school students	– Use the template as a reproduction master and print sufficient copies for the students. Or give access for students to complete the template on a computer and send you the completed file.
3	Conduct the survey	– The students complete the surveys and return them to you.
4	Gather the surveys and tally the results	– Collect all completed surveys (paper and/or electronic) and tally the responses.
5	Analyze the data, draw conclusions and make recommendations	– The data will reveal patterns in perception, some of which point to problems or deficiencies that must be addressed. Draw conclusions about the strengths and weaknesses of the program. Make recommendations regarding action steps required to make improvements.
6	Report the data results	– Document and report the data results to those who need it to make informed decisions.
7	Apply data-based decision making	– Data-based decision making uses the data to help determine student needs, identify and deliver appropriate interventions, and evaluate the impact of delivering school counseling activities and interventions.

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Step	Action Steps	Description
8	Use data in strategic and annual planning	– The data results from the survey will identify areas of the school counseling program in need of improvement. Deficient areas should be addressed through the strategic and annual planning process, with the expectation that as a result of your actions, these areas will receive more positive responses in future classes.