**Class #5: Managing a Caseload**

College Counseling Master Class

# Homework:

* Create your senior tracking document. You can use Google Docs, Excel, Airtable—whatever feels most comfortable to you.
	+ Customize it to fit your students, their needs, and/or your market.
	+ Add students (real or imaginary) and relevant information to the tracking document.
	+ Here are some samples in various platforms to work from or use for inspiration: [Google Doc](https://docs.google.com/spreadsheets/d/1ILy6qeVDUN4a1IjY7nQlsFyyfFofQSh9cRjLeFE7Ngo/edit?usp=sharing), [Excel](https://collegewise.sharepoint.com/%3Ax%3A/r/files/_layouts/15/Doc.aspx?sourcedoc=%7B3d96a857-74bc-430c-8e91-1ee2e948e6b1%7D&action=default&uid=%7B3D96A857-74BC-430C-8E91-1EE2E948E6B1%7D&ListItemId=2183&ListId=%7BD6B49B51-38B3-484E-9378-86B5A539F45B%7D&odsp=1&env=prod), another [Excel](https://collegewise.sharepoint.com/%3Ax%3A/r/files/_layouts/15/Doc.aspx?sourcedoc=%7Bcbfa8b20-2160-4075-bbf0-4533bcf4bbc8%7D&action=default&uid=%7BCBFA8B20-2160-4075-BBF0-4533BCF4BBC8%7D&ListItemId=2184&ListId=%7BD6B49B51-38B3-484E-9378-86B5A539F45B%7D&odsp=1&env=prod), and [Airtable](https://airtable.com/shrv8bKcdYdXXM3v7).
	+ You can download, copy, use, edit, or adapt those in whatever way works for you.
* Respond to a mock parent email.
	+ An email from “a parent” will be arriving in your inbox this week. Take time to respond, keeping the best practices we discussed in this module in mind.
	+ We’ll share excerpts from your email responses in our Slack channel for discussion.

# Think, share, and discuss in the Master Class Slack channel

* Considering your recent meetings with students or families, think of a time when you could have said no. Why did you let the family take charge? How could you tackle that conversation differently next time?
* Share your senior tracking document to our Slack channel. What are two ways this document can make life easier right away?