

High School Counselor Flow Chart

New Dual Enrollment Students

Pre Assessment in Reading

- Verify student has Pre Assessed in Reading
- (OR) Verify student has Pre Assessed in Math, Reading or Writing for high school students

TSI Test

- Reading, Writing, and Math TSI for 10th-12th graders
- Reading, Writing for ALL 9th graders
- Math for 9th graders if taking Geometry or requested.

Course Options based on TSI results

- Students may take MUSI 1306, ARTS 1301, SPCH 1315 and SPAN 2313/2315 with TSC after attempting the Reading TSI test.
- Verify students qualify to take dual enrollment courses based on pre-requisites and TSI results.

Apply Texas

- Email TSC Liaison (joe.arambul@tsc.edu) and Caroline Myers when you would like to hold an Apply Texas Drive at your campus. If available, TSC representatives will assist with the Apply Texas Drive.

TSC Packets

- Double check enrollment form is complete, parent consent form signed, transcript printed, TSI scores printed
- Turn in packets to the Transitional Counselor for review

Documentation Before TSC Packet review

- Add student name to New Student tab on Excel spreadsheet.
- Add student name to TSC Master Roster Template for courses requested.
- Add student to BISD master schedule.

Packet Submission to TSC

- Submit Excel spreadsheet and Master Roster Template to TSC for packet review on selected campus date.
- Fix any pending mistakes and turn in corrections on TSC's corrected packet deadline.