



# Livingston PUBLIC SCHOOLS

Sinéad Crews  
Director of School Counseling  
11 Foxcroft Drive  
Livingston, New Jersey 07039  
973.535.8000 ext. 8137  
SCrews@livingston.org  
[Livingston Public Schools](http://LivingstonPublicSchools.org)

To: All Parents

From: Sinead Crews

Date: March 22, 2021

Re: The School Counseling Student "Check-In" Form

As outlined in the March 15, 2021 letter to parents in grades three through twelve, the School Counseling Department has developed our own tool for all students in grades three through twelve. This tool has been created using our Qualtrics platform, which provides an opportunity for school counselors to connect through digital formats with all students. In third grade, school counselors have introduced this tool and we have created opportunities for students to utilize it in a paper and pencil or google form format. School Counselors have visited third through fifth grade classes to talk about our "check-in" tool to inform our youngest students of this new initiative. This is an additional tool that our School Counselors will be utilizing to connect with students individually or in small groups, monitor students' responses to essential questions about social and emotional wellness, guide future programming and help implement interventions. This was created by our counselors after conducting a thorough review of research-based tools in order to meet our needs on a monthly basis. On-going meetings and conversations amongst our team of counseling professionals will continue to be dedicated to collaboratively gauging the efficacy of this tool.

This "check-in" is asking students to reflect on their emotions, how socially connected they feel with peers and adults, their social awareness/empathy for others as well as how well they are feeling as it relates to their school work. This tool serves as an additional measure to the multiple layers of interventions for students within our schools as well as large scale training for all staff to support students' academic, social and emotional needs and skills. If you would like to review the questions asked on our current "check-in", [here](#) is the grade 3 through 5 form, and [here](#) is the grade six through twelve form. Our tool is a reflective exercise for students.

As we receive and analyze feedback, we plan to refine our tool. If we are finding that questions are not producing meaningful responses, counselors will make adjustments accordingly, thereby improving this tool over time. We are hopeful that, through our counselor "check-in" tool, we will also be able to enhance the efficacy of our counseling programs and services for students especially during these unpredictable times and as we look forward to next year. Feedback on our "check-in" is welcome from all stakeholders. Please contact your child's School Counselor and Sinead Crews with any questions or reflections.

Sinéad Crews  
Director of School Counseling  
Livingston Public Schools