**MCJROTC CADET COUNSELING FORM**

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| **CADET NAME ( Last, First ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****BILLET \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **NAME & RANK OF COUNSELOR:** |

**PURPOSE OF COUNSELING: (***‘X’**appropriate* box**)**

|  |  |
| --- | --- |
| **a.** | **Routine** |
| **b.** | **Commendatory Performance** |
| **c.** | **Substandard Performance** |

* 1. **Identify Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **GENERAL OBSERVATIONS: (**Place an ‘X’in appropriate boxes**)**

|  |  |  |
| --- | --- | --- |
| **a.** | **Attendance: -** |  |
|  |  | Outstanding Attendance | (0 unexcused) |
|  |  |  |  |
|  |  | Fair Attendance | (1-3 unexcused) |
|  |  |  |  |
|  |  | Poor Attendance | (> 3 unexcused) |
|  |  |  |  |
| **c.** |  | **Uniforms:** |  |

**b. Punctuality/Tardiness: -**

|  |  |  |
| --- | --- | --- |
|  | Punctual | (0 Unexcused) |
|  |  |  |
|  | Occasionally Tardy | (Tardy: 1-3 Unexcused) |
|  |  |  |
|  | Habitually Late | (Tardy: > 3 Unexcused) |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Outstanding | (LE I-IV) 0 Unexcused/Missed Uniform Days; |
|  | (LE I-IV) High standards of appearance/conduct in uniform |
|  |  |
|  |  |  |
|  | Good | (LE I-IV) 0 Unexcused/Missed Uniform Days; |
|  | (LE I-IV) Some minor appearance/conduct discrepancies. |
|  |  |
|  |  |  |
|  | Fair | (LE I) 1 Unexcused/Missed Uniform Day; |
|  | (LE I-IV) Consistent minor appearance/conduct discrepancies. |
|  |  |
|  |  |  |
|  | Poor | (LE I) 2 Unexcused/Missed Uniform Days; |
|  | (LE I-IV) Some major appearance/conduct discrepancies. |
|  |  |
|  |  |  |
|  | Unsatisfactory | (LE I) > 2 Unexcused/Missed Uniform Days / (LE I-IV) 1+ Unexcused Uniform Days; |
|  | (LE I-IV) Standards of wear & conduct consistently not being met. |
|  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  **Bearing & Attitude:** |  | **e. Academics:** (Indicate totals of Grades in all classes–See Infinite Campus) |
|  | Outstanding |  |  |  | Total | Classes |
|  |  |  |  |  |  |  |  |  |  |
|  | Excellent |  | A |  |  |
|  | Good |  | B |  |  |
|  | Fair |  | C |  |  |
|  | Poor |  | D |  |  |
|  | Unsatisfactory |  | F |  |  |

1. **SUMMARY OF COUNSELING:**

Counselor **-** Include as much detail as **possible)**

**a. Billet Description Performance Expectations:**

1. **Evaluation of Performance: (Focus in on key strengths and weaknesses**
2. **Expectations (Areas to Improve): (Include time period within which these improvements are expected to take )**
3. **SIGNATURES:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Cadet Counseled:** |  |  |  **Date:** |  |
|  |  |  |  |  |
|  | **Counselor:** |  |  **Date:** |  |
|  |  |  |  |  |  |  |