Guidance Counseling Center

School Type: E M H K 1 2 3 4 5 6 7 8 9 10 11 12

Functional Area Descriptions

The guidance counseling center shares a strong functional relationship with the administrative office but they should not share the same area. The Guidance Counseling Center provides space for counselors and/or psychologists to work with, counsel, and test students. The design should consider the confidential nature of the telephone calls and meetings that take place. Student enrollment will determine the number of spaces needed. Though not required, a location near the administration is desirable.

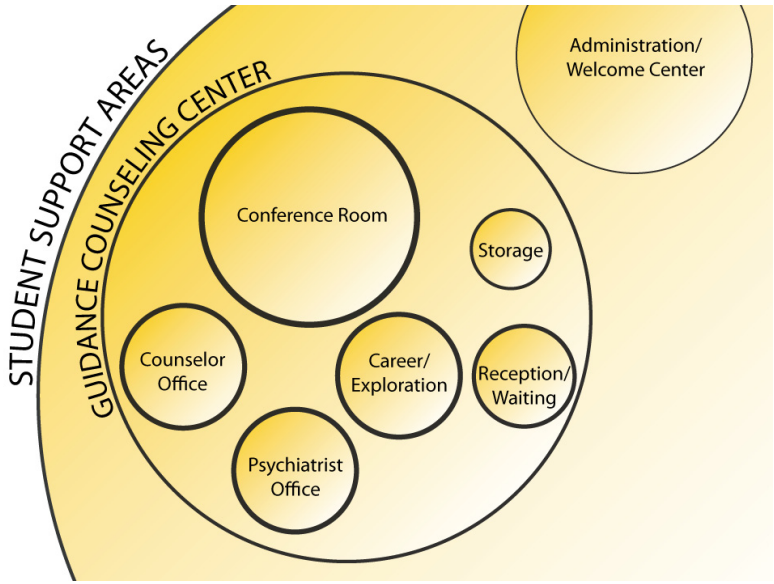
1 Reception/Waiting Area

There should be a dedicated reception/waiting area for the guidance counseling center.

2 Counselor/Psychologist Office

Each school will have one private office for each school psychologist. The number of private offices for counselors is determined by the size of each school. While all private offices should open onto the reception area or common corridor, they should also provide privacy. In very small schools with only one position assigned to the school, provide a single 200 sf (19 m^2) office.

Adjacency Diagra



Planning Requirements

	Area Description	SF	M^2	Notes
Guidance Counseling Center				
1	**Reception/Waiting Area**	100	9	
2	**Psychologist Office**	150	14	One per school
2	**Counselor Office**	150	14	Per assigned position
3	**Conference Room**	200	19	
4	**Storage**	50	5	
5	**Career Information/Exploration Center**	150	14	Only at middle and high schools
	Total	**800**	**74**	

3 Conference Room
The room should access the reception/waiting area and the main corridor. It provides space for teachers, parents, and students to meet and develop academic and behavioral interventions and graduation plans.

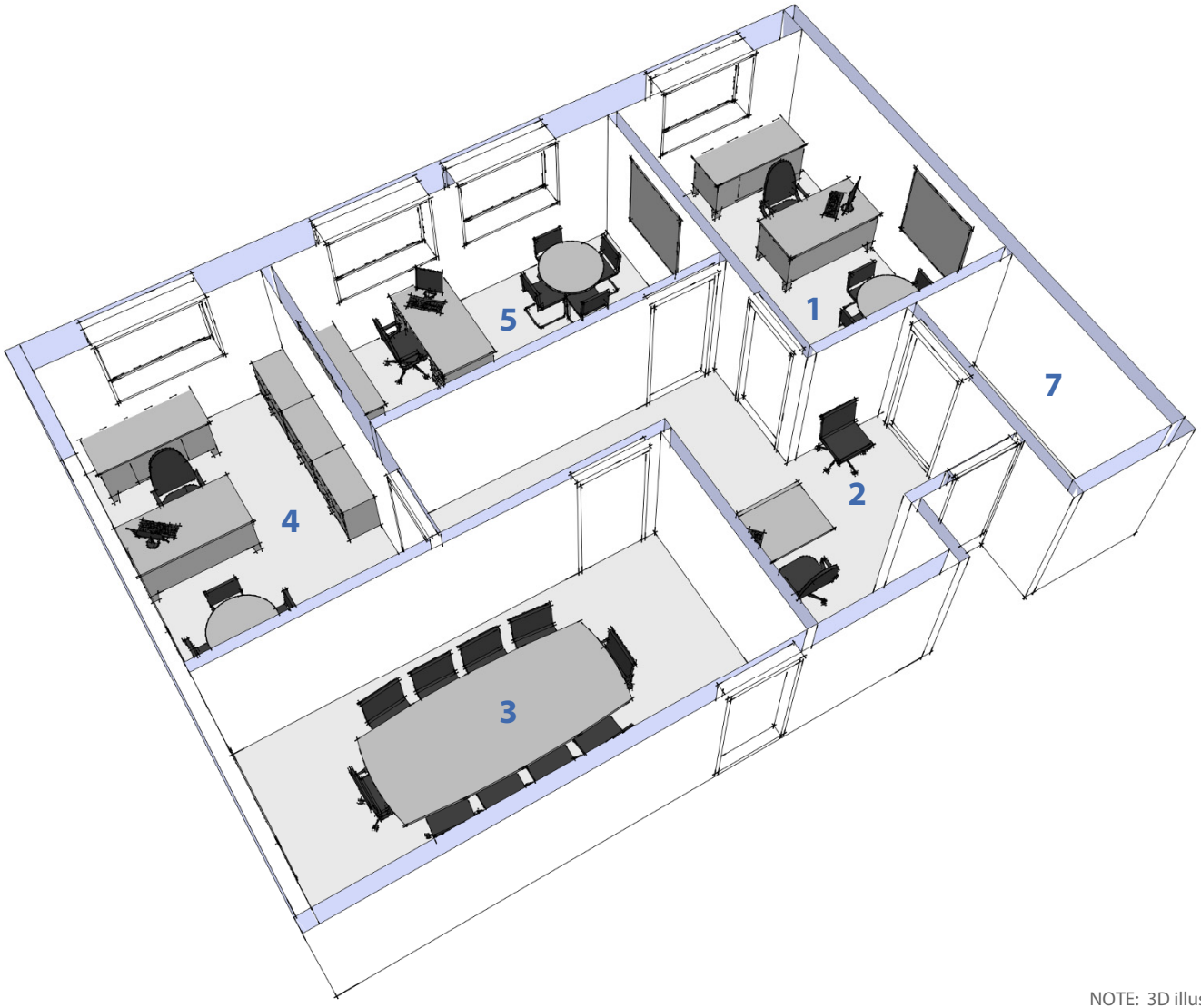
4 Storage
The lockable storage area provides space for student records and shared materials used in testing and counseling.

5 Career Information/Exploration Center
At middle and high schools this room is to be used by students to research career opportunities.

Conference Room: Todd Beamer High School, Concordia Architects, Seattle, WA

Conference Room: Hudson Alpha Institute for Bio-technology, Cooper-Carry Architects, Huntsville, AL

NOTE: Images shown are intended to provide real-world examples and spark design creativity.



Guidance Counseling Center Concept Perspective

NOTE: 3D illustrations are shown for informational purposes and are not intended to limit design options.