AI Tools Quick Reference Sheet
Need to remember what tool to use and when? Here's your cheat sheet!

Tool Overview:
ChatGPT → Prompts + Planning (e.g., 'Write an email to parents about conflict resolution')
MagicSchool → Tiered support, behavior scripts, accommodation ideas
Canva → SEL posters, check-in visuals, classroom tools
Otter.ai → Auto-transcribe meetings like SST/504/IEP
Google Forms → Track check-ins, referrals, behavior data

One Tool, One Student, One Week Planning Sheet
Use this to turn ideas into action! Fill this out as your AI-powered implementation plan.

Tool I'm going to try: _____
Student I'm supporting: _____
Action I will take: _____
How I'll know it helped: _____

AI-Powered Tiered Support Prompts Mini Guide
Use these copy-and-paste prompts in ChatGPT or MagicSchool to support students across tiers.
Tape it to your desk or save it in your Google Drive!

Tier 1: Universal SEL & Staff Support
• Write a 15-minute SEL lesson on respectful language for 5th grade.
• Give me 3 engaging icebreakers for a classroom morning meeting.
• Generate a daily SEL check-in question related to empathy.
• Design a weekly SEL newsletter blurb for teachers focused on kindness.

Tier 2:
Summarize behavior logs and suggest early intervention supports.
• Create a 3-step check-in plan for a student with escalating behaviors.
• Write a progress note summary from Tier 2 check-ins.
• Help me write a teacher follow-up email about a student's Tier 2 progress.

Tier 3:
Give me 3 conversation starters for an 8-year-old grieving a loved one.
• Write a compassionate email home offering grief resources.
• Draft a calming strategy plan for a student triggered by loud noises.
• Create a quick crisis response template for a grief check-in.
• Generate trauma-informed language for documenting Tier 3 support.

For Admin: AI to Support Schoolwide Systems
• Create a weekly update for the leadership team summarizing SEL implementation across classrooms.
• Draft a plan for schoolwide Tier 1 SEL roll-out with minimal teacher prep.
• Generate a list of sample Tier 3 supports to include in an MTSS handbook.
• Summarize key behavior trends from Google Form data for PBIS planning."

🌟 10 AI Prompts to Make Student Support Easier (and Smarter)

For Counselors, Teachers, and Admin Who Wear a Lot of Hats

. Identify Who Needs Support Fast
🧠 *"Summarize student behavior, attendance, and grades to help me flag Tier 2 and Tier 3 students who need support."*

2. Build a Better Needs Assessment
📊 *"Create a short student needs survey with Likert scale and open-ended questions for SEL, academics, and mental health."*

3. Turn Survey Results into Action
🎯 *"Based on this needs assessment summary, give me 3 SMART goals to address students' top concerns."*

4. Plan Lessons That Actually Fit Your Caseload
📚 *"Design a 15-minute SEL lesson on emotional regulation for 4th grade that fits into a busy counselor schedule."*

5. Small Group, Big Impact
🗣️ *"List 5 small group ideas for upper elementary students struggling with friendships—and include session titles."*

6. Keep Staff in the Loop
📬 *"Write a one-paragraph blurb I can add to my staff newsletter explaining the school counseling program and how referrals work."*

7. Make Student Meetings More Meaningful
📋 *"Create a 1-page student goal tracking sheet with space for notes, progress, and next steps."*

8. Know What's Working (and What's Not)
📈 *"Give me 3 questions I can ask teachers and families to evaluate the counseling program's impact this semester."*

9. Stop Drowning in Your Calendar
📅 *"Build a weekly schedule template that balances Tier 1 lessons, Tier 2 groups, Tier 3 check-ins, and prep time."*

10. Grow Your Skills Without Getting Overwhelmed

📚 *"Recommend 3 free professional development resources on SEL, equity, and school counseling best practices."*