

## **School Counselor Appointment Procedures for Students**

The Counselors enjoy working with students on a one on one basis. We encourage students to meet their counselor early on in their high school career and build a relationship with them.

To schedule an appointment with their counselor a student should:

1. Stop by the Student Services office before or after school or during lunch and fill out a conference request pass. Depending on the counselor's schedule, they will do their best to see the student within the next day or so.
2. If the student is upset or there is an emergency situation, the student can come to the Student Services office at any time and they will be assisted.