

To serve our student body and teachers better, we are enhancing the Guidance Office procedures:

- ✚ All students will be required to make an appointment to see their assigned school counselor: **Ms. Senn - 6th grade & 7th A-L; Ms. Reilly - 7th - M-Z & all 8th grade.** This will allow us to focus on each student with more fidelity. Please note, we will make ourselves available to those students in crisis at any time. We, of course, rely on your eyes and ears to make those decisions.
- ✚ An electronic request form will be used to request appointments; a sample of this form is pasted below.
- ✚ Some students are seen by outside agencies on Wednesdays and Thursdays. We will do our best to make sure that core classes are not touched. Please remember that if students are getting this behavioral service, it is indeed needed.
- ✚ Students will sign in when they arrive in the Guidance Office and a pass will be given when they leave.
- ✚ **Thank you for letting us both grow into our positions as school counselors for Mandarin Middle - Roxanne Reilly and Riley Senn**

***SAMPLE* School Counselor Appointment Request**

1.Date of Request: Please input date (M/d/yyyy)

2.First Name: Enter your answer

3.Last Name: Enter your answer

4.Student Number: Enter your answer

5.Reason for Appointment: Family; Friends; School; Personal; Other (write answer)

6.I have already tried: Deep breathing; Drawing/coloring/art; Journaling; Setting small goals I can reach; Asking a teacher/trusted adult for help; None of the above

7.My problem is: 1: Small 2: Medium 3: Big 4: HUGE/Urgent

Tell your teacher if you need to speak with someone immediately.

8.Who is your school counselor?

6th grade - Mrs. Senn; 7th grade (last names A-L) - Mrs. Senn; 7th grade (last names M-Z) - Mrs. Reilly; 8th grade - Mrs. Reilly

9.School Email Address: Enter your answer

10.Parent Name (First and Last): Enter your answer

11.Parent Phone Number: Enter your answer