**Appointment procedure for NON-URGENT Hybrid or Virtual**

* Students will make an appointment request by…

1. Sending a message to their counselor on Schoology
2. Counselors will then schedule a Webex appointment during asynchronous instruction.

\*Please do not send students down for walk-in scheduling appointments.

**SHHS COUNSELING PLAN**

**Appointment procedure for URGENT (CRISIS) Hybrid In-School**

* Students will make an appointment request by…

Asking their teacher, Mrs. Hanselman or Mrs. Woodward to talk with a counselor.