

# Hello From the East Counseling Center!

## Welcome to the 2020-21 school year!

**PLEASE READ CAREFULLY: IMPORTANT INFORMATION REGARDING SCHEDULES and CHANGES**

On July 22, Students/Parents will be able to view their 2020-21 course schedule on StudentVue/ParentVue, Class Schedule Tab. The schedule will have 8 periods listed: 7 classes and 1 lunch. **If there is a SEE COUNSELOR, or a need for a schedule change, please follow the procedures outlined in this letter to make a ZOOM appointment with YOUR school counselor** (school counselors are assigned by student last name--see below).

**Student Directions for Accessing Your Alpha Counselor's Link to Make an Appointment**

1. Beginning **JULY 22**, go to the [Lincoln East Website \(ehs.lps.org\)](http://ehs.lps.org) to access the online google calendar LINKS to make an appointment with your alpha counselor. (Please do not email your counselor to request a change/appointment).
2. **CLICK** on **Schedule Change Procedures** (under Announcements) to use the online request system.
3. See page 2 of this document for step by step instructions on how to use the online appointment request system.

**Counselors will see students for schedule changes by APPOINTMENT ONLY via ZOOM on the following dates/times:**

School Counselor Alpha Assignment	Zoom Appt. Dates/Times		School Counselor Alpha Assignment	Zoom Appt. Dates/Times	
<b>Wilson-Dunning A-CH</b>	July 24 AM July 27 AM	July 28 AM July 30 AM	<b>Hemmett MD-PA</b>	July 23 AM/PM July 27 AM/PM	
<b>Wenz CI-GE</b>	July 24 AM/PM July 30 AM/PM		<b>Pitkin PB-SP</b>	July 23 PM July 27 AM/PM	July 28 AM
<b>Schlegelmilch GF-J</b>	July 23 PM July 24 AM/PM	July 28 AM	<b>Murphy SQ-Z</b>	July 27 AM/PM July 28 AM/PM	
<b>Carothers K-MC</b>	July 27 AM/PM July 28 AM/PM		<b>All Counselors</b>	July 31 AM/PM Aug 3 AM/PM Aug 4 AM/PM	Aug 6 PM Aug 10 AM Aug 11 AM

**AM Hours are 8-11:30 and PM Hours are 12-3:30**

**All appointments are 15 minutes.** Please **ONLY MAKE ONE APPOINTMENT** so we can serve as many students as possible. This time is for schedule changes only, if you want to meet with your counselor regarding other planning, contact him/her after August 24.

**Can't Make an Appointment? Walk-in Time Available:**

**Readiness Days July 29 & 30:** 2-3 Counselors will be available for walk-in changes, **No Appointment Necessary**. Please come during your ASSIGNED READINESS DAY time. \*During walk-in days expect longer wait times.

**August 13 & 14:** Only Students who have **SEE COUNSELOR, ERRORS** or **MISSING COURSES** on their schedule and could not make a summer appointment. \*During walk-in days expect longer wait times.

**Last Call for Drop/Add by Student Request:**

**August 17-21:** Students can request last minute schedule changes. Students will use the **Counselor Kiosk** to request an appointment time with their counselor during the school day. The Counselor Kiosk Link will be located in the students' Graduation Class Google Classrooms and also in the Counseling Center.

*Before making an appointment: Please keep in mind that schedule change options **ARE VERY LIMITED** and one move may alter the entire class schedule. The class availability is in a constant state of change, therefore, set your appointment when it is convenient for you and not with the worry that earlier is better, as that is not always the case.*

**After August 24 all schedule changes will require administrator approval and signed parent permission.**

**SEE PAGE 2 FOR DETAILS ON HOW TO USE THE ONLINE APPOINTMENT REQUEST SYSTEM**

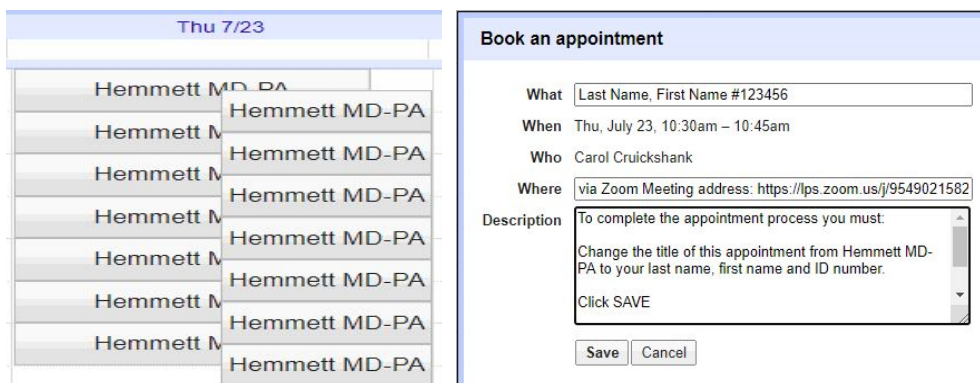
## Follow these detailed instructions to make an appointment with *your ALPHA counselor* for a possible schedule change.

Go to the [Lincoln East Website \(ehs.lps.org\)](http://ehs.lps.org) Under Announcements Click on: [Schedule Change Procedures](#)

1. To make an appointment click on **YOUR** alpha counselor's name.
2. When prompted, log in using your LPS student email (student ID#@class.lps.org) and password. (Parents will need to know the student's ID # and password if they are making an appointment for their student)
3. When the calendar opens, the following message below will appear. Click on the link to make an appointment.

**There are no appointment slots available in the time range shown.**  
[Next available appointment slot on Jul 23, 2020 »](#)

4. Hover over and click on the desired appointment time slot. You will then be prompted to **Book an Appointment**. **Change the title of the appointment** from Counselor Name, Alpha Split (Ex. Hemmett MD-PA) to student's Last Name, First Name and ID Number. (Ex: Doe, Jane #123456)



**Note:** If you are outside of Lincoln, Nebraska and using the online system--Make sure your device is set in **CENTRAL STANDARD TIME ZONE** when appointment is scheduled so that it will be the correct time when in Lincoln, Nebraska.

5. Click **SAVE** to reserve the appointment. **If the appointment slot is reserved before you hit save**, your computer will **freeze** or **lock up** and your request will not save and you will **NOT** receive a confirmation. You will need to refresh the calendar and try for another appointment time.
6. **If your request was successful**, you will receive an **Appointment Invitation** in your student's LPS email: xxxxx@class.lps.org. (You do not have to accept the appointment in your email because once you receive the email, you know your appointment is reserved. If you do accept the appointment, it will be added to your gmail calendar).



### Invitation: Doe, Jane #123456 @ Thu Jul 23, 2020 10:30am - 10:45am (CDT)

Time: Thursday, July 23, 2020 10:30 AM - 10:45 AM

GMT -06:00 US/Canada Central

Location: via Zoom Meeting address: <https://lps.zoom.us/j/9549021582>

Organizer: "lhemmett@class.lps.org" <lhemmett@class.lps.org>

Invitees: "lhemmett@class.lps.org" <lhemmett@class.lps.org> "ccruick@class.lps.org" <ccruick@class.lps.org>

Respond:  Accept  Tentative  Decline

Calendar:

7. **KEEP THIS EMAIL**, it contains your counselor's Zoom address/code. You will need this to join your Zoom appointment. There will be **no other reminder about this appointment**, so please put it on your personal calendar.
8. If you need to **CANCEL** your appointment, please call 402-436-1302, opt. 3 so we can reopen that time and you can use the system again to set a new appointment.

*If you are experiencing trouble with the online request system, please call the Counseling Center 402-436-1302, opt. 3 for assistance.  
If the line is busy, please leave a message and allow 24 hours for a return call.*

**Thank you for booking an appointment and we look forward to working with you!** -- East High Counselors