

Timestamp	1. How does your Student Services department manage student appointments?	2. If you use an online format, what is the name of the program?	3. Is there a cost associated with your appointment system?	4. Who is able to schedule appointments? Please select all that apply.	5. As students arrive for their appointment, how do they check in to their appointment?	6. After a student checks in for their appointment, how are counselors notified that their student has arrived (ex. phone call, instant message, send students directly to counselor's office door, etc.)?	7. What do you wish you could improve with student scheduling of appointments?	8. Is there any additional information that you would like to provide?	9. Can we contact you for more information about your appointment scheduling procedures, if needed?	10. If so, what is your name, the school in which you work and your contact information?
11/15/2018 14:53:34	Counselors individually plan their appointments			Secretary, Counselors	Secretary	Student or secretary comes down to check if the counselor is available.	The privacy that occurs when students walk into our offices unannounced.		Yes	Josh Coan - Wheaton North - 630-784-7309
11/15/2018 14:55:35	Counselors individually plan their appointments	Some use Google Calendar apps such as Calendly or other appt apps that work with Google	Some yes, some no. There are free and paid versions.	Students, Parents	Just go straight to their counselor.	Send students directly to counselor's office	Have something that can be used with Google calendars that can be adapted to different bell schedules.		Yes	Michael Wartick mwartick@maine207.org Maine East High School
11/15/2018 14:56:34	Online	Google forms	No	Students	Secretary	Phone call or stop by door (we are in the same office area)	An electronic pass to have student come to office.		Yes	Takeesha Dade Hillcrest High School
11/15/2018 14:57:07	Online	Google docs and calendar	No	Secretary, Counselors, Students	Secretary	phone call or send to office	ability to only allow certain times		Yes	
11/15/2018 14:58:03	Appointment book (write appointments in)		No	Secretary, Counselors, Students	Secretary	We have a laminated card for each counselor that students bring with them to the meeting so if the card isn't their students know that the counselor is busy.	We would like to do online but we haven't found a good way to do it yet.		Yes	Denise Dalton Lemont HS ddalton@lhs210.net
11/15/2018 15:00:02	We are in the process of transitioning/modernizing ourselves. Right now, we have a clipboard. Starting after Thanksgiving, we will use a Google form for appt. requests. Students do also occasionally email counselors directly.	We will be starting with a Google form. We also have WOnline in our building (for our intervention services) that we are looking at utilizing.	WOnline is \$715/year; going to start with the Google suite, however.	Secretary, Counselors, Students	Secretary	Typically, students are directed to the counselor's door. We would like to improve this process, as well.	Increase confidentiality (clipboard is out in the open), make the process more comfortable for students, improve tracking for counselors, increase accountability of student time in the office.	It sounds like we are investigating a lot of the same questions, so we would be happy to exchange information.	Yes	Kate Lippoldt, Bradley-Bourbonnais Community High School, 815-937-3707 x6031, klippoldt@bbchs.org
11/15/2018 15:00:52	Google Calendars shared with the secretaries. Students schedule appointments through their counselors individually or come in to the office to have the secretaries put them in their calendar. Preference of meeting during study halls or PE or lunch or other elective courses.	Google Calendar	No	Secretary, Counselors, Students are not allowed as some would take advantage of missing core classes at inopportune times. Also, counselors are in the hallways and cafe at their leisure and can make appointments on the fly through their phones or even while at home checking emails.	They used to sign in with the secretary, but now we have a scanning system to scan their id's that can be seen in our Information Management System (PowerSchool).	We are usually expecting them because we always have our calendars open. Otherwise the secretaries walk to our offices to see if we're available.	Nothing	I've provided a bunch. Let me know if you need more.	Yes	Jeremiah Wiencek, Glenbard West High School
11/15/2018 15:17:44	Counselors individually plan their appointments			Secretary, Counselors	We don't have a check-in process at this time	Students go directly to their counselors door.				
11/15/2018 15:27:46	Google calendars are shared with administrative assistant who schedules on behalf of students. Counselors also can schedule themselves.		No	Secretary, Counselors	Secretary	Directly to counselor's office door	Clarity about length of appointment needed.		Yes	Scott Leverentz / Antioch Community High School, 847-838-7767, scott.leverentz@chsd117.org
11/15/2018 15:28:15		Schedule Once	Yes	Students	walk to the office, sometimes check in with the assistant, but not necessary	send students directly back	nothing	no	Yes	Lara Cummings, Glenbrook South, lcummings@glenbrook225.org
11/15/2018 15:32:45	Online	Shared Google doc that is managed by our office assistant	No	Secretary, Counselors	Secretary	The student has the ability to walk back to the counselor without an escort	Student and parent's ability to make an appointment electronically from home	There are programs for this, but it takes some level of tech savviness that makes some counselor leery.	Yes	Drew Eder, Victor J. Andrew High School (708) 342-5820

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11/15/2018 15:45:51	online to request an appointment, counselors individually plan their daily schedule	We have a sign in form on our website that sends an email to the counselor informing them that the student requested an appointment time.	No	Counselors, Students	Secretary	Secretary is in the same office space as the counselors, so brings the pass to the counselor.	I think it works		Yes	Theresa Connelly Bremen High School 708-396-8110
11/15/2018 16:24:07	Department receptionist makes appointments for counselors.			Secretary, Counselors	Secretary	Phone call from admin assistant or send students directly to counselor's office.	We are looking at on-line options.		Yes	Highland Park High School - amargetis@dist113.org or 224-765-2045
11/15/2018 16:30:28	Counselors individually plan their appointments		No	Counselors		We are trying to move to a universal system where OPs will notify the staff member to see if they are available and/or schedule an appointment.	We kick around a lot of ideas but usually settle on letting houses determine what works best for them.		Yes	Steve John, West Aurora High School
11/15/2018 16:37:19	Students either Schoology message or email us if they want to set up an appt. and then we put it on our shared calendars with our secretaries. Our secretaries also book appts. for counselors.	Google calendar	No	Secretary, Counselors	Secretary	Phone call from secretary	I wish we had an online scheduling appt. system where students/parents could see each counselor's availability and book appts.	Please let me know what you find out!	Yes	Colleen Joyce, Glenbard North HS colleen_joyce@glenbard.org, 630-681-3121
11/15/2018 16:45:53	Students see our secretary who puts appointments on the counselors' Outlook calendar	Our College and Career Counselor tried an online scheduler for summer called "Calendly"	No	Secretary, Counselors	We have a google checkin form	Students are sent to the counselors' office	I wish we had a way for students to schedule online that would be EASY to manage for all counselors.	Please share your results to be posted on the DOC website.	Yes	Karen Lemanski, Naperville Central High School, klemanski@naperville203.org
11/15/2018 17:51:30	Online	YouCanBookMe	Yes	Secretary, Counselors, Students	Secretary	Our student management system (Skyward) shows that the student is present	Better ways to track why the student is coming to Student Services		Yes	Lori Ratliff, Crystal Lake South, lratliff@d155.org
11/15/2018 19:53:21	Secretary in Counseling Office schedules appointments.		No	Secretary, Counselors	Secretary	Secretary lets the counselor know the student has arrived.	Nothing really - it works for us!		Yes	Vince Walsh-Rock - Downers Grove South HS - vwalsh-rock@csd99.org
11/15/2018 20:02:18	Students submit paper request and counselors schedule			Counselors, Students, parents by email, phone call or walk in	Students have a pass and go directly to counselor	We are all housed in a small office so students go directly to counselor	Online system would be great			
11/15/2018 20:27:19	Online	Schedule Once	Yes	Secretary, Counselors, Students	wait outside office door-counselor fixes attendance				Yes	Rebecca Holst Lakes High School, rebecca.holst@chsd117.org
11/16/2018 7:31:59	Counselors individually plan their appointments			Counselors, Students	We have a laptop set up as a kiosk at our department secretary's desk. Students fill out a google form with basic information (name, ID, counselor, reason for visit (academic / career / personal-social). All responses from that Google Form get fed into a spreadsheet that we keep open on our desks and monitor. In addition, when a student checks in for a specific counselor, that counselor also receives an email.	Their name appears on a spreadsheet generated in Google that we all keep open on our desktops, and an email is automatically sent to the counselor as well.	Probably a lot, but we're so busy I haven't had time to sit and think about it. An immediate concern is when a counselor is not available, either temporarily or for the day- that process could be tightened up.		Yes	Sheila McGlone, Romeoville HS, 815-407-5244

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11/16/2018 7:33:17	counselors plan targeted meetings but students also use a paper system to request and appointment			Counselors, Students	Secretary	students can check to see if counselor is open, if busy, secretary walks down the hall	would love to go online and have it sync with counselor's outlook calendar	Please share the results, tbenik@d120.org	Yes	Tom Buenik, Mundelein High School, tbenik@d120.org
11/16/2018 7:39:19	Counselors have Google calendars. Only our secretary or counselors themselves can edit their calendars.	Google calendars, although students can not access them directly.	No	Secretary, Counselors	Secretary	Phone call, and students scan in so it is noted in Powerschool.	We have an appointment slip if the secretary can not fit student in, or if counselor is unavailable. Working on revising slip to identify students that should meet with someone immediately.		Yes	Gloria Chapa-Resendez, Glenbard South High School
11/16/2018 8:10:08	Counselors individually plan their appointments		No	Secretary, Counselors, Students	Secretary	Send students directly to counselor's office	Online would be great!		Yes	Fenton HS, Sarah McDougal, mcdougal@fenton100.org
11/16/2018 8:10:31	Counselors individually plan their appointments		No	Counselors	Counselors	Students come to our office with a pass	We are so antiquated any improvements would be great.		Yes	Kina Thomas
11/16/2018 8:49:25	Counselors plan their appointments but I would say about half of our visits are through students signing up using a paper request.								Yes	Luke Senffner, Providence Catholic H. S.
11/16/2018 9:38:09	Online	<a href="http://youcanbook.me">youcanbook.me</a>	unknown--d	Secretary, Counselors, Students	Secretary	Secretary checks to make sure they are ready.			Yes	Sarah Schwartz, Prairie Ridge
11/16/2018 9:51:25	we encourage students to use the QR code to request an appt but we have paper requests and accept drop-ins	We created our own in house (google based).	No	Secretary, Counselors	Secretary	It depends but typically students are sent directly to counselor's office.	Our system runs smoothly.	n/a	Yes	Lori Mitchell, Grayslake Central, lmitchell@d127.org, 847-986-3300, ext 5727.
11/16/2018 10:12:36	All appointments are scheduled through Google calendar. Counselors can make schedule their own appointments by scheduling a student on their calendar or students can stop into the counseling office and schedule an appointment with one of our secretaries.	Google calendar	No	Secretary, Counselors	Students check in with a secretary, but they also check in on an iPad for data collection purposes.	The secretaries usually pop back to our office and tell us our student is here, but some times they will call or instant message us if we are in a meeting and can't be disturbed.	Nothing. Our system seems to work great!		Yes	Corey Bernard - Batavia High School, corey.bernard@bps101.net, 630-877-6263
11/16/2018 15:46:31	Online	You can book me.	No	Secretary, Counselors, Students	We have secretaries that greet them in the office, but they don't really "check in."	Send students directly to their office.	Somehow put the appointment into PowerSchool so there was a permanent record.		Yes	Greg Stilling, Vernon Hills HS, greg.stilling@d128.org
11/16/2018 17:51:59	Counselors individually plan their appointments				Secretary	Phone call	Using an online format		No	
11/17/2018 13:28:07	Counselors individually plan their appointments	our college counselors use calendly and like it	No	Secretary, Counselors, Students	Administrative Assistant and we have walk-in hours every day where kids can just walk back to their counselor's office	phone call	reminding students that they have an appointment. We currently use paper slips, remind.com and google voice		Yes	Amy Bricker, Deerfield High School, abricker@dist113.org

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11/19/2018 12:26:13	Mixed: Counselors individually plan appts & secretaries are able to schedule appointments. One counselor has started to use "calendly" for postsecondary meetings - her students can sign up on their own on her google calendar.	<a href="https://calendly.com/">https://calendly.com/</a>	No	Secretary, Counselors	Secretary	Students drop their written pass in a pocket on the window of the door so counselors can see that a student is waiting.	Minimally, I'd like their time spent in the office to be automated. As of now, we clear them with attendance. (Student Aids walk clear sheets to the attendance office each period).		Yes	Dawn Erickson/East Leyden
11/20/2018 8:43:48	students request to see their counselor through our website using the guidance counselor sign up form. Counselors then schedule their own appointments		No	Counselors	Secretary	Send student to counselors office	attendance check in/out time for attendance documentation purposes		Yes	Eileen Jastrzebowski, Reavis H.S. 708-599-7200 ext. 318
11/27/2018 11:27:42	Online	Calendly	No	Students	Students check themselves in.	Students wait for their counselor in our waiting area. We have no system on how students check in for their appointments besides knocking on our door to let us know they are here.	Have a secretary to help organize and check our students in.	Calendly is great and it is free!	Yes	André P. Bouey 312-432-8328. Saint Ignatius College Prep.
12/2/2018 22:02:47	Online	Google calendar, but students can make appointment through YouCanBook.Me	No	Secretary, Counselors, Students, anyone with our link	Secretary	phone call or sent back if the secretary knows that the counselor does not have another student in her office	A way for staff to know that the student has an appointment. At this point they have to trust that the student is being honest since we don't send a pass is the student makes their own appointment online.	YouCanBook.Me has a basic free system and a higher end option for a fee	Yes	Shannon Landwehr, Woodstock High School 815-206-2256