

## Making an Office Appointment

If you need to see someone in the office, you will need to request an appointment.

Teachers have been instructed NOT to send any students to the office unless they have been called.

To make an appointment, parents and/or students can scan the QR code on this page. You may do so at home or after school when the use of electronic devices is permitted.

This is the most efficient way to request an office appointment. Every effort will be made to meet with students or contact parents within one school day when the request is made.

Whenever possible, office staff will attempt to only call students to the office during elective class periods in an effort to protect instructional time.

