Handout #4 Setting up a Meeting

October 17, 2018

Dear 8th Grade Families,

I will be offering individual 15-minute meetings in the month of November. Please note, meetings are not mandatory and I am more than happy to answer questions by email, or you can have your child come speak with me during the day.  Please provide me with grades and test scores when requesting feedback via email.

We are using an online booking system to schedule appointments. In order to use this tool, you must create an account first. I have included directions below to assist you in booking a high school appointment with me. Please arrive at least 5 minutes early and take a seat in the hallway to prevent being late and cutting into your meeting time. In order to make the meeting as meaningful as possible, I ask that you bring your child's 7th grade grades, test scores, and your list of high schools.

Warm regards,

Star Corvinelli

School Counselor

**Directions:**

1. Please go to **http://www.supersaas.com/schedule/Star\_Corvinelli/High\_School\_Appointment**
2. You will then be prompted to sign in with a shared password that was sent to all 8th grade families.
3. Please see the monthly calendar on the right side of the page. Click the date that you would prefer starting in the month of November.
4. Click on the gray available tab below.
5. Click on the timeslot that you would prefer.
6. You will then be prompted to sign in again and create a user account with your email and password. You must create your own password this time.
7. Now you will be able to book an appointment.
8. Fill in requested information.
9. **A confirmation email will be sent with your time and date of appointment.**