

Hello from the Northeast Counseling Center!

Welcome to the 2020-2021 school year

PLEASE READ CAREFULLY: IMPORTANT INFORMATION REGARDING SCHEDULES and CHANGES

On July 22, Students/Parents will be able to view their 2020-2021 course schedule on StudentVue/ParentVue.

After viewing your schedule, if there is a concern or a need for a schedule change, please follow the procedure outlined in this letter to make an appointment with your student's alpha counselor.

All schedule changes requested before school starts will be addressed **by appointment only**. Appointments will be done via **ZOOM or by telephone** at the time requested through the **online request process**.

Northeast Counselors are looking forward to working with you but are not on duty until July 29th.

Please make an appointment for one of the dates and times listed below rather than emailing the counselor for requests.

THANK YOU and please read the instructions carefully.

Starting **JULY 22**, you may access the online appointment calendars by going to the **Lincoln Northeast Website (lne.lps.org)**. Next click on the **Counseling Tab** found at the top of the page. This will redirect you to the LNE Counseling Center website. By clicking on one of the **Schedule Change Appointments links** you can access the online appointment request system that each counselor will be using for schedule change days.

***See the back of this form for step by step instructions on how to use the online system to make an appointment with your ALPHA counselor.**

We are asking that you use this system to make an appointment.

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

JULY 29:	ZOOM Appointments Only	8:00 am-11:30 am and 12:00 pm-3:00 pm
JULY 30:	ZOOM Appointments Only	9:00 am-1:30 pm and 2:00 pm-6:00 pm
JULY 31:	ZOOM Appointments Only	8:00 am-11:30 am

*Appointment times are the same for all counselors, scheduled every 15 minutes.

JULY 31:	ZOOM Drop-In	12:00 pm-3:00 pm.
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*We strongly encourage making an appointment due to the limited amount of people we can see during the Zoom Drop-In times.

Counselors are assigned by student last name. **Please make the appointment with your ALPHA counselor:**

Mrs. Peaslee (A-B)
Mr. Burbach (C-G)

Mrs. Looky (H-L)
Mrs. Charity Iromuanya (M-P)

Mr. Schnell (Q-V)
Mrs. Davis (W-Z & ELL)

Can't come in for an appointment?

Schedule changes are to be made July 29th thru July 31st. Counselors will see students the first week of school **IF** the student's schedule meets one or more of the four reasons listed below:

- 1. You are a Senior not enrolled in a class you need to graduate.**
- 2. You are enrolled in a class that you have already taken and passed.**
- 3. You have not met the prerequisites for a class currently on your schedule.**
- 4. Your schedule is missing periods or says "See Counselor."**

*Beginning Aug. 18th all schedule changes will require administrator approval and signed parent permission.

Before you make an appointment, please keep in mind that schedule changes are limited as there is little availability for classes to move, 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 to come to Northeast and not with the worry that earlier is better, as that is not always the case.

Reminder: Schedule changes will not be made for preferences in teachers, classmates, periods, semesters, or lunches.

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

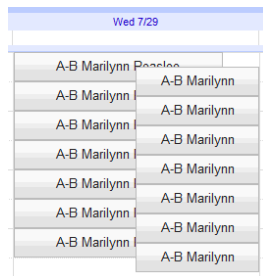
Go to the [Lincoln Northeast Website \(lne.lps.org\)](http://lne.lps.org) Click on the tab labeled: [Counseling \(top of page\)](#)

Follow these steps:

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

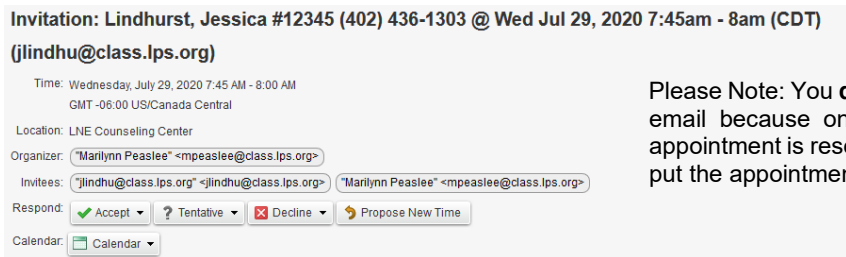
There are no appointment slots available in the time range shown.
[Next available appointment slot on Jul 29, 2020 »](#)

4. Click on the blue link to access the next available appointment times.
5. Hover and click on the time slot you want. You will then be prompted to book an appointment.
6. Change the counselor name (ex. A-B Marilyn Peaslee) to student's name: Last name, First name, Student ID# & Best Contact #. (EX: Doe, Jane, 123456, (123) 456-7890)



7. **Hit 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.

If your request went through, you will receive an appointment invitation email in your student's LPS email account: #####@class.lps.org.



Please Note: 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 accept the appointment, this will put the appointment on your students Gmail calendar.

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.

If you need to cancel your appointment, please **CALL** 402-436-1303, 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 LNE Counseling Center at 402-436-1303, option 3 for assistance.

Thank you for booking an appointment. We look forward to working with you!—Northeast High School Counselors