



Bexley City School District

A community of learners becoming productive global citizens and leaders

January 22, 2019

Dear Parent:

The school counseling team at Bexley High School invites families to participate in developing an initial academic plan for your rising 9th grade student. You and your child will meet with a high school counselor and will develop a high school course of study. This letter provides information on how to schedule a meeting online using [Pick-A-Time](#), a web-based service. Please schedule an appointment with your child's school counselor as indicated below. To help prepare for and make the most of the 30-minute appointment time, students and families are strongly encouraged to review the scheduling information and resources on the high school counseling page by going to <https://www.bexleyschools.org/SchoolCounseling.aspx> and clicking on the blue *Course Selection Information & Planning* icon on the right-hand side.

Counselors are assigned to students according to the child's last name as follows:

| <u>Last Name</u> | <u>Counselor</u> | <u>Dates</u> | <u>Times</u> (30-minute appointment slots) |
|------------------|------------------|---|---|
| A - L | David Leland | February 2, 4, 7, 11, 15, 16 20, 21, 25 | Various time slots available on each date ranging between 7:30 a.m. – 7:00 p.m. |
| M - Z | Carrie Washburn | February 3, 5, 6, 8, 9, 10, 12, 13, 14, 15, 21, 22 | Various time slots available on each date ranging between 8:30 a.m. - 6:30 p.m. |

You will log in to [Pick-A-Time](#) to select a date and time to meet with the school counselor. **STUDENTS ARE TO ACCOMPANY YOU TO THIS MEETING.** Due to the amount of information covered during these **30-minute meetings**, it is imperative that you arrive on time and again please utilize the resources enclosed with this letter as well as the resources and planning tools available on the counselor website. Thank you for your attention to this.

When

Families can schedule an appointment online between January 29 - February 26 by going directly to the Pick-A-Time website: www.pickatime.com/client?ven=11600461

Register/Sign-in

1. Enter your e-mail address and password if you have previously used the site for another student in the past, or click on "Login/Create Account" to create a new account.
2. Choose "Two-Year Meetings" from the drop-down list.
3. Enter your student's ID number and birthdate (mm/dd/yy) then select "Add."
NOTE TO NON-CUSTODIAL PARENTS: You must add an asterisk () after your student's ID number (no space) in order to schedule an appointment.*

Scheduling

1. Each colored square represents an available meeting time. **Click on a square to book the available 30-minute appointment slot.**
2. After you set when you want the reminder e-mail to be delivered, click on "Create Appointment." You will have the ability to print a copy of your appointment information.

NOTE: to change / amend an appointment, you may log in at any time with your e-mail and password.

If you are unable to schedule your appointment via computer, please call 237-4309 (select option 8, then 9, voice mail 6711) and leave a message between January 29-February 26. You **must** include the following information: your student's name, the name of your child's school counselor, your name and a telephone number where you can be reached or a message may be left with your Two-Year Planning appointment date and time.

If you have any questions, please contact Sarah Lynch at 231-4591 or sarah.lynch@bexleyschools.org.

Sincerely,

Ms. Kristin Robbins
Principal

:bkf