

Student Request for Counseling Services

- 1. Fill out Student Request for Counseling Form**
- 2. Ask for permission** from your teacher to bring form to Mrs. Willard's office, room 127.
- 3. Place Student Request for Counseling Form** inside the mailbox outside of Mrs. Willard's office.
- 4. Return** to class immediately.
- 5. Wait patiently** for Mrs. Willard to call you (it may take up to 3 days).
- 6. If it is an emergency** (someone is getting physically hurt) please report it to your teacher or the front office.