

Instructions for Scheduling Your Initial Student Meeting with Post-High School Counseling

New Trier’s post-high school counseling office begins individual meetings with juniors during the second semester. Thereafter, students will be able to meet regularly with their counselor. Please note, the initiative and follow-through demonstrated by the student will guide the experience. While some students are ready to have an in-depth conversation about post-high school plans, others benefit from waiting until later in the spring. Regardless of the meeting timeline, New Trier counselors are here to support and encourage students on their post-high school journey.

Given the complexities of the block schedule, and to minimize confusion and conflicts, the initial appointment should be scheduled by the student. The booking platform can be accessed through the PHSC Canvas page by clicking the “Schedule a Meeting” button.

Key points to consider when scheduling:

- Initial appointments are to be attended by the student. Parent/guardian attendance is recommended.
- Meetings will be conducted in-person in room 201.
- Appointments are forty minutes, offered on blue or green days, during a half-portion of the block period.
- Meetings can occur during a free/lunch period. Students may *not* miss any classes for PHSC appointments.
- To help with scheduling, download the “NT Block” app to your device. From the app, click the calendar icon in the top right corner to scroll through and see the block schedule.

The following information will be needed prior to scheduling your initial PHSC appointment:

1. Student name, ID number, and email address; name of student’s adviser.
2. Names and contact information for any parent/guardian who will be in attendance.
3. Available free period of student.
4. If attending, potential dates and times that parent(s)/guardian(s) are available.
5. After gathering your information and going through the online booking process, if you need additional support in scheduling a meeting, please stop in the PHSC office (room 201) or call 847-784-2234 or 847-784-2233.

<u>Daily Adviser</u>	<u>Post-High School Counselor</u>
Doll, Kirsch, Koulentes, Sullivan	Ms. Cervantes
Barabasz, Duell, Fergus, Malamuth, Torrisi	Ms. Ecklund
Bond, Burns, Coy, Fasnacht, Garneau	Ms. Graf
Bushell, Hillhouse, Rotman, Trovato, Wright	Mr. O’Connor
Boumstein, Horne, Immel, Lanham, Vaughan	Mr. Rogan
Drevline, Holderread, Kolososki, Pilewski, Schubert, Wininsky	Mr. Shorrock
Clemenz, Hill, Kind, Klein, Mauer, Nasshan, Niemi	Ms. Stauder
Behm, Butterly, Haak, Heidkamp, Tadelman	Mr. Zigmund

Preparing for the Initial Meeting

Prior to the initial meeting, we ask that the following information be completed:

- ***Student questionnaire in Naviance. Must be completed at least one week prior to the meeting or the appointment may be rescheduled. Instructions for how to access and complete the form are in Naviance and the Junior Class page in Canvas.***
- Submit the Parent/Guardian Reflection Form (click [HERE](#) to access the writeable PDF form).
- Review the Post-High School Planning Guide. (click [HERE](#) to access the guide).
- Complete the College Selection Worksheet on pp. 38-39 of the above guide and bring to your meeting.