

# Schedule an appointment with your counselor online - It's easy!

Step 1: Visit your counselor's appointment website.

## Grades 10- 12:

Mrs. Miller - Last Names A-G

[tmiller2.youcanbook.me](https://tmiller2.youcanbook.me)

Mrs. Mateyak - Last Names H-N

[mateyak.youcanbook.me](https://mateyak.youcanbook.me)

Mr. Potts - Last Names O-Z

[dpottswsd.youcanbook.me](https://dpottswsd.youcanbook.me)

## Grade 9:

Mr. Taylor

[jtaylor-1.youcanbook.me](https://jtaylor-1.youcanbook.me)

Step 2: Choose a day and time that is a best fit with your schedule. You are encouraged to schedule your appointment during your study hall, if you have one. If you do not have a study hall, please be mindful of the class you are missing.

Step 3: Print your confirmation . Go to File, and Print. This will serve as your pass.