

***My parents and/or I would like to meet with my counselor. Do we need to make an appointment?**

In order to have dedicated time to appropriately address your questions and concerns, we do request that students and parents utilize the Counseling Department's online appointment scheduler. The link for the scheduler can be found on our main department page. Once an appointment is made, simply report to the Counseling Office* on the date and time of the appointment. Of course, if you have a quick question, please feel free to email or drop a note off for your counselor.

**Currently all appointments are held via Zoom or phone. Contact your counselor if you need other arrangements.*

***What are counselors' office hours during Distance Learning?**

Communication is best done through email. Office hours will be Monday-Friday during lunch. These are group office hours and not a confidential appointment time. You can find the Zoom link in your Blue Devil Portal on Canvas under Announcements.

***How do I contact my counselor?**

Ms. Elizabeth Arroyo - earroyo@djud.net

Mrs. Kimberly Liu - kliu@djud.net

Ms. Ann Murao - amurao@djud.net

Mrs. Katherine Parker - kparker@djud.net

Ms. Catherine Pereira - cpereira@djud.net

Mrs. Linda Preciado - lpreciado@djud.net

***My counselor isn't here today. Can I see another counselor?**

As counselors, we enjoy working with our students and building a positive rapport and relationship with each one of you. We do understand that there may be times when an issue may need to be resolved immediately, and your counselor may not be present. If this is the case, any available counselor will be happy to assist you. If the matter is not urgent and can wait, we do encourage you to either email your counselor, leave a note, or make an appointment to see your counselor to discuss the matter.

***How can I get a work permit?**

Request for Work Permit forms are located in the form carousel in the DSHS main office. The State of California requires employers to have a current work permit on file for employees under the age of 18. You will find information on how to complete this

form on the form itself. If you have additional questions, speak with your DSHS counselor.

Work Permit information can also be found [here](#) .

***I'm worried I might fail a class. What happens if I do?**

It is a misconception that students will repeat a grade level if they fail to meet the necessary credit requirements during the school year. At the high school level, students still progress to the next grade level but remain deficient in credits. However, it is important that students make up the deficiencies as soon as possible to remain on track for graduation. A student should meet with the counselor to determine the appropriate course of action.

***How late can I drop a course?**

A student may request to add/drop a course during the first ten days of the school year. Students who drop a course during that time may do so without any entry on their permanent record. A student who drops a course after the first ten days of the semester may receive a F grade on their permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. At spring semester, yearlong courses will only be dropped for extenuating circumstances with administrative approval.

Change requests require a form that is available at the Counseling Office. Requests are not guaranteed. If problems arise, parents and students are advised to speak first with the classroom teacher to identify strategies for success.

***Can I change teachers?**

We believe all of our teachers have something very positive to offer and have the best interests of students in mind. Typically, we do not make teacher changes. However, we understand certain circumstances and situations arise such as personality conflicts and different teaching/learning styles, creating a difficult environment for the student and/or teacher. It is our intention to help students work through these challenges rather than avoid them. We have a formal policy regarding teacher changes, outlined by our administration, that we follow. If a student requests a teacher change, the student first must agree to a meeting with the teacher and parent to discuss the issues of concern. It is the goal to develop a plan to improve the situation during the initial meeting.

***Which years can a student have a 5-period day?**

A student can request a 5-period day as a Junior and Senior, providing that the student is on track for graduation. Sophomores must take at least six periods.

***Where do I find the letter of recommendation packet?**

[Letter of Rec Packet](#)

***How do I request an official or unofficial transcript?**

<https://dshs.djUSD.net/counseling/transcripts>

***How do I find the DHS Counseling Office on Instagram?**

@counselingdhs

***Where do I find UC insight questions?**

[Personal insight questions](#)

***Where do I find Common Application essays?**

[First-year essay prompts](#)

***Where do I sign up for SATs?**

<https://collegereadiness.collegeboard.org/sat/register>

***Where do I sign up for the ACT?**

<http://www.act.org/> then go to “Register/Sign In” at top right

***Where do I register for FAFSA?**

<https://studentaid.gov/h/apply-for-aid/fafsa>

***Where do I find resources for mental health?**

Please visit the [Social Emotional Learning](#) page and the [Mental Health and Wellness](#) page at www.djUSD.net.