

# Confidential Guidance Department Online Appointment Booking System

## To book a 30-minute appointment:

1. Go to the Springbank Community High School's website
2. Click on the "Guidance" tab to the left of the screen
3. Click on the "Book an Appointment" button
4. Select either Ms. Lambie (gr. 11&12), Mr. Elleker (gr. 9&10) or Ms. Thiessen (Career Advisor)
5. Follow the prompts - students are to use their rvs google e-mail address

If it is an urgent matter, students and/or parents are to:

1. Stop into guidance and the situation will be assessed and a plan created
2. Phone the guidance office or front office directly
3. Contact administration

If it is a five-minute matter:

1. Stop into guidance at lunchtime and speak with a member of the guidance team.

If it is a matter that does not require a face-to-face appointment and is non-urgent:

1. Send an e-mail to the appropriate member of the guidance department
2. Leave a voice mail in the appropriate mailbox

We look forward to meeting with you.

Ms. Tracey Lambie <a href="mailto:trlambie@rockyview.ab.ca">trlambie@rockyview.ab.ca</a> Ext: 4605	Counsellor Grades 11 & 12	<ul style="list-style-type: none"> <li>• Student Timetables</li> <li>• Academic Programming</li> <li>• Personal Counselling</li> <li>• Grad List</li> <li>• Summer School</li> <li>• PSAT/SAT Info</li> </ul>
Mr. Rob Elleker <a href="mailto:relleker@rockyview.ab.ca">relleker@rockyview.ab.ca</a> Ext: 4606	Counsellor Grades 9 & 10	<ul style="list-style-type: none"> <li>• Student Timetables</li> <li>• Academic Programming</li> <li>• Personal Counselling</li> <li>• Summer School</li> </ul>
Ms. Thiessen <a href="mailto:jthiessen@rockyview.ab.ca">jthiessen@rockyview.ab.ca</a> Ext: 4687	Career Advisor	<ul style="list-style-type: none"> <li>• Career Counselling</li> <li>• Post-Secondary Inquiries</li> <li>• Scholarships</li> </ul>

The Guidance Department must prioritize based on student needs and urgent matters will take precedence. Therefore, booked appointments **may** be rescheduled. Please allow two business days for responses to non-urgent matters. Parents are encouraged to contact Administration if a timely response is not received.