



It is time for the Oak Canyon Junior High Counseling Department to begin scheduling SEOP's for our current 8<sup>th</sup> grade students. **SEOP's will begin in November. The scheduler will be open for you to make an appointment with your counselor through December 31, 2011. After December 31<sup>st</sup>, we will randomly enter an appointment time for those students who have not scheduled an appointment.** To schedule an SEOP appointment with your counselor, go to our Oak Canyon school website [oakcanyon.alpinedistrict.org/](http://oakcanyon.alpinedistrict.org/) and click the link (shown below) to take you directly to the scheduler.



- 1-Click the *Online scheduler* link on the web site.
- 2- Select Oak Canyon Junior High from the drop down menu.
- 3- **Enter the password “eagles”**
- 4- Check the box next to your student's counselor.
- 5- Appointments are available thru December 31st. Use the pull down menu to select the week you would prefer and then click on an available date and time.
- 6- Enter your students ID# or look up the ID# by entering their name and birth date. After entering their ID#, you will be asked to verify your information by entering your student's birth date.
- 7- **Make a note of your confirmation number in case you need to change your appointment time.**

**SEOP DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_ **CONFIRMATION #** \_\_\_\_\_