

FRHS Schedule Conflict Protocol

- Always send students to the counseling office with a pass.
- Only send students to the counseling office at the time they have a hole/gap in their schedule (Ex. Missing 3rd pd)
- Students that are scheduled in a class that they have already taken and passed will be required to stay in the class but can email their counselor for the change.
- Students will be screened/triaged outside the counseling office. If counselor is available, then student will meet and discuss change options.
- If they have a hole in their schedule and the counselor can't meet with the student, they will be sent the FAC with a signed pass from Counselor Dept. Or Admin.
- We will not be honoring level changes (Honors, AP, etc.) until the SAVE Process begins. Week 3-Sept 4
- All Scheduling issues MUST be emailed to your respective counselor.

Counselors Alpha Split

- | | |
|-------------------|--------------------------------|
| • A-Arce | Bet Moore (Coverage) |
| • Arellano-Bekila | Estella Smith (Coverage) |
| • Benage-Brooks | Jeannie Hoang (Coverage) |
| • Brown-Carcamo | Kristi Davis (Coverage) |
| • Card-Ch | Soudabeh Akbarzadeh (Coverage) |
| • Cl-Gom | Soudabeh Akbarzadeh |
| • Gon-Loo | Kristi Davis |
| • Lop-Or | Bet Moore |
| • Os-Sh | Jeannie Hoang |
| • Si-Z | Estella Smith |

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Jeannie Hoang: Jeannie.Hoang@kellerisd.net

Bet Moore: Bet.Moore@kellerisd.net

Estella Smith: Estella.Smith@kellerisd.net

****PLEASE, PLEASE, PLEASE!!!!**

Be patient with our counseling staff. The Counseling Dept is short staffed and the team is working as fast as possible.**