

| SITUATION | Main Office | Administration | Deans | Guidance Counselor | Library | Nurse |
|--|--------------------|-----------------------|--------------|---------------------------|----------------|--------------|
| I have lost my ID badge. | X | | X | | | |
| I need to make a phone call. | X | | X | | | |
| I have been or I have seen someone else being bullied. | X | X | X | X | X | X |
| There is someone in the school who doesn't belong. | X | X | X | X | X | X |
| I have heard or have seen something threatening. | X | X | X | X | X | X |
| Which is my late bus? | X | | | | | |
| I lost my phone, where do I go to see if it was returned? | X | | | | | |
| I think I had possessions/money stolen | X | X | X | X | | |
| I lost my iPad, where do I go to see if it was returned? | X | | | | X | |
| I am having trouble with my locker. | X | | X | | | |
| I am concerned about a fellow classmate's well being. | X | X | X | X | | X |
| I want to learn about clubs and/or sports. | X | X | | X | | |
| I am feeling pressure and cannot concentrate in class. | | X | X | X | | |
| I'm unhappy in one of my classes. | | | X | X | | |
| I 'm having trouble balancing school work and extra curriculars. | | | X | X | | |

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| I just need a place to decompress and catch my breath. | | X | X | X | X | |
| I need to discuss a particular class. | | | | X | | |
| I need to make changes to my schedule. | | | | X | | |
| I need to find out about a tutor. | | | | X | | |
| My iPad is broken or is not working properly. | | | | | X | |
| I need help with a research paper. | | | | | X | |
| I need a quiet place to study. | | | | | X | |
| My group needs a place to work on a project. | | | | | X | |
| I need to work on a computer. | | | | | X | |
| I need a place to do homework before and/or after school. | | | | | X | |
| I need to print my homework. | | | | | X | |
| I do not feel well. | | | | | | X |
| Where do I bring a note from my doctor with special instructions for my care? | | | | | | X |
| I have a note from home because I am late. | | | | | | |
| I have a note because I am leaving early. | | | | | | |
| I have a note from my doctor for a prior absence. | | | | | | |

| Attendance | Security |
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| Attendance | Security |
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