

## **Scheduling an Appointment with Mr. Tindell**

In an effort to provide you with first-class service during your college counseling session, please complete the 1 – 2 – 3 appointment process outlined below:

(1) Complete the **College Pre-Counseling Form** (available on the website at [www.auburnschools.org/Domain/165](http://www.auburnschools.org/Domain/165)); download, complete and save to your computer\*).

(2) On the website, click on “Scheduling and Events Calendar” –this will help with scheduling your appointment as it shows when I’m available v/s already scheduled (e.g., if the calendar indicates “Individual College Counseling” on a specific date/time, this is a privately-scheduled appointment, not an open invitation). **Please note:** *Scheduled appointments for individual college counseling may not commence prior to Monday, August 16, 2021*. (This is done to provide **all** seniors with equal opportunity and access to college counseling; moreover, the first few days of the new school year are taxed with mandatory student schedule-change sessions.)

(3) On the website, click on the email account: [jetindell@auburnschools.org](mailto:jetindell@auburnschools.org). You will be taken to a populated email addressed to me (Mr. Tindell). Simply complete the email, providing your name (and a student’s name if you are a parent scheduling for your child) and telling me which dates/times would work best for you (please supply me with ~3 combos). Prior to sending the email, **make sure that you attach the *completed* pre-counseling form.**

I will schedule and confirm your appointment with me via return email.

\*If for some reason this isn’t a feasible option, students, you may print, complete, and drop off the form to me in Office #1210. Likewise, if you do not have access to a computer, you may use the College Pre-Counseling Form contained within the College Counseling Manual—simply rip it out! 😊

**Please remember to respect the 3-days “prior to” request when submitting your counseling form!**

Thank you,

-JT

**NOTICE: Due to the extensive preparation required for spring testing and senior recognition & honorary events, the final date for seniors’ individual college/scholarship/financial aid counseling for the 2021-2022 school year is Friday, March 4, 2022.**