

### **Out-Of-Office Message** (as of 3/20/2020)

Hello,

Thanks for reaching out. I am currently out of the office due to the state-mandated school closures. I will have intermittent access to email and will follow-up as soon as I am able. Monday through Friday, I hope to access my email between the hours of 9am and 2pm. If this is an emergency, I encourage you to call 911 or go to your nearest hospital as soon as you are able. If you need immediate, non-emergency support, you can reach a member of our school administration via email or 773/534-8600 during regular business Hours.

### **Sample email to Seniors** (sent on 3/16/2020)

Hi students and families,

Please see below for details on how the Counseling team will support you during this period of school closure.

#### **Availability**

The counselors plan to be available via email Monday through Friday from approximately 9am to 2pm. Feel free to reach out with any post-secondary, academic, or personal/social concerns and we will support you as best as we can remotely. This is a new challenge for us, and we ask for your patience as we all figure this out together.

In the event of a personal crisis, we encourage you to take advantage of any of the hotlines attached to this email. If we become aware of any student crises during the period of closure, we will connect with your parents/guardians and school administration as quickly as we can for follow-up support.

#### **Grade-Level Expectations**

At this time of the school year, we expect students at your grade level to be focused on the following activities as part of our ongoing counseling supports:

- Continue using [Naviance](#) and other tools (i.e. books, college websites, and websites such as [CollegeBoard](#)) to further refine your post-secondary plans.

- Continue applying for scholarships, as needed. [CPS Academic Works](#) and [FastWeb](#) are wonderful tools to use on that front.
- Continue emailing your financial aid award letters to your counselor. If you've made a decision on your post-secondary plan, please also let your counselor know.

### **Additional Supports**

We recognize that this is a unique time of much uncertainty. In addition to the information that has been shared at the district level, we wanted to also give you some helpful resources from the [American School Counselor Association](#) that describes everything from coping strategies during closure to discussion strategies for families to better understand COVID-19.