**How to connect with your school counselor for online meetings – KPS School District**

1. Download the **Informed Consent** form at https://docs.google.com/document/d/1XXUETBpg0s5pv8RWsHl5ospp056deHq9HXTatkKmqug/edit?usp=sharing
   1. **If you can print it**, please do so – student and parent must read the form; then parent/guardian signs it (students 18 or older may sign for themselves)
      1. Parents/guardians – do your best to make sure your child understands the Informed Consent form and benefits/risks
   2. **If you cannot print it**, you may digitally sign it by typing required information at the bottom. It is a Word document, so you can use MS Word to complete/sign the form.
   3. Send Informed Consent form to your respective school counselor
      1. K-6 – Mrs. Larsen – [chris.larsen@k12.nd.us](mailto:chris.larsen@k12.nd.us)
      2. 7-12 – Mrs. Vettel- [Courtney.vettel@k12.nd.us](mailto:Courtney.vettel@k12.nd.us)
      3. 7-12 – Ms. Martin – [nikki.martin2@k12.nd.us](mailto:nikki.martin2@k12.nd.us)
      4. **Suggestion** - take a CLEAR picture of the signed copy to make a digital copy
2. When your school counselor receives your signed informed consent form, she will email you available meeting times. Once a time is set through email she will send you a meeting code.
3. You will meet with your school counselor using Microsoft Teams. There are two ways to use:
   1. You can download the Microsoft Teams app and your school counselor will call you through your K12 email within the app.
   2. You can log in to your K12 email and your school counselor will contact you through your email platform at your scheduled time.
4. Tips for online meetings with your school counselor
   1. Make sure your device is plugged in or fully charged, and connected to the internet
   2. Find a quiet, private space for yourself during your meeting where you will not be interrupted
   3. Minimize background noise and distractions – pets, music, TV, other voices, etc.
   4. Keep in mind that even though Microsoft Teams is a secure, encrypted service, there is no absolute guarantee of confidentiality on any online platform; other people in your home could overhear your meeting; internet security is only as strong as the protections in place connected devices, internet connections, and internet service providers

If you have any questions or need assistance, please email your school counselor and she will contact you as soon as she can. Thank you!

Mrs. Vettel, Mrs. Larsen, Ms. Martin