Sample: Asking for Help Plan

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| **What do I need to talk about?** | Talk to my **Teacher** when:* I need to make up a missed an assignment, quiz, or test
* I have a D or I’m at risk of failing
* I need help or clarification about something I don’t understand
* I tried to solve the problem, but it didn’t work
* I need notes or other class materials
 | Talk to **Mrs. P** (school counselor) when:* I feel overwhelmed with the amount of work I must do
* I am failing a class
* I don’t feel comfortable talking with my teacher about the problem
 | Talk to **Mr. L** (school social worker) when:* My emotions are overwhelming me (I worry all the time, I am angry, I am crying a lot, etc.)
* I am having a difficult time handling my feelings
* I am having trouble with a peer
* I am having trouble sleeping
* I thinking about hurting myself
* I want to be alone
* I need to talk with someone about things going on in my life
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| **How**  | Talk to my teacher during class, OrEmail my teacher | Make an appointment, OrEmail at: MrsP@email | Make an appointment, OrEmail at: MrL@email |
| **How Soon?** | \_\_\_\_ Today (urgent)\_\_\_\_ Tomorrow (time sensitive)\_\_\_\_ In 3 days (it can wait) | \_\_\_\_ Today (urgent)\_\_\_\_ Tomorrow (time sensitive)\_\_\_\_ In 3 days (it can wait) | \_\_\_\_ Today (urgent)\_\_\_\_ Tomorrow (time sensitive)\_\_\_\_ In 3 days (it can wait) |