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 |
| **How** | Talk to my teacher during class, Or  Email my teacher | Make an appointment, Or  Email at: MrsP@email | Make an appointment, Or  Email 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) |