

**ABRHS Counseling Department
Summer Hours 2011**

The High School Counseling Department will be closed to regular business starting the end of the day on Tuesday June 21st. Counselors and psychologists will be on vacation with only minimal staff available during specific times and will not be able to respond to specific emails or phone requests until the beginning of the school year. The Registrars Office located in the counseling center will remain open from 8 AM until 3 PM for transcript requests, work papers and records related issues.

If you are registering your son or daughter at the high school, please refer to the directions located on this site. Once you have completed the required pre-registration paperwork, please call (978) 26404700 extension 3430 and follow the directions to set up a counselor appointment during one of the two registration weeks this summer; July 18-22 and August 15-19.

If you are a student or parent requesting a change to your schedule for the 2011/2012 school year, please fill out an on-line electronic course conflict form by clicking here

- <https://spreadsheets.google.com/a/abschools.org/viewform?formkey=dFo4NVhYVXNVYnJVQ3JEa29PZkh5dkE6MQ#gid=0>

These forms will be processed by counselors on duty in the order they are received. Counselors will look at potential resolutions and will contact you by email or telephone. Please do not call the counseling office with schedule questions as only forms will be processed as formal requests. Level Overrides will not be considered through this on-line form.

The Counseling Office will be closed July 4-15, 25-August 1st, and August 22-26th.