**WHERE SHOULD I GO? (A GUIDE TO BAYSIDE HIGH SCHOOL)**

|  |  |  |
| --- | --- | --- |
| **CONCERN** | **GO TO** | **ROOM** |
| I don’t know my official class. | Your Guidance Counselor | 134 |
| I need a copy of my transcript. | Guidance Office | 134 |
| I am having academic problems. | Your Guidance Counselor | 134 |
| I need working papers / job opportunities. | Guidance Office | 134 |
| I need to correct my program. | Your Guidance Counselor | 134 |
| I am having difficulties in my class. | Your Guidance Counselor | 134 |
| I need help with my academics. | Free Arista Tutoring is available during your Lunch period or Free Pd)  | B12 |
| I must register for the summer for summer school. | Your Guidance Counselor | 134 |
| I want to talk about my schedule for the following term. | Your Guidance Counselor | 134 |
| I need information about college and scholarships. | Your Guidance Counselor | 134 |
| I want to learn more about school events / getting involved in leadership activities. | S.O. Office | 131 |
| I am having a problem with another student. | Dean's Office | 148B |
| I lost my program card/identification card. | Dean's Office | 148B |
| I lost something. | Dean's Office | 148B |
| I need a MetroCard. | Security Office | 150 |
| I need to give in a doctor’s note. | Attendance Office | 319 |
| I was absent and / or needed to correct my attendance status. | Attendance Office | 319 |
| I must update my home address/phone number. | Attendance Office | 319 |
| I need to return a textbook. | Academic Departments | English: 328AScience: 233History: 317Language: 216AMath: 204A |
| I need a breakfast / lunch application. | Assistant Principal – Organization | 127 |
| I am not feeling well. | Nurse’s Office | B21 |
| I must update my health / medical records. | Nurse’s Office | B21 |
| I am having a problem with alcohol or drugs. | Social Worker / Spark Program/ Your Guidance Counselor | 102 / 136 / 134 |
| I am having a personal problem and need to speak to someone confidentially. | Social Worker / Your Guidance Counselor | 102 / 134 |
| I want to join / to know about an athletic program. | Physical Ed Office | 100 |