



6000 Queens Highway
Parma Heights, OH 44130
Tel: 440.886.0300 Fax: 440.886.1267
www.holynamehs.com

GUIDANCE COUNSELORS' OFFICE HOURS PRIOR TO THE START OF SCHOOL AUGUST 2023

Monday, August 21 st	9:00am – 11:00am; 11:45am – 2:30pm
Tuesday, August 22 nd	9:00am – 11:00am; 11:45am – 2:30pm
Wednesday, August 23 rd	9:00am – 11:00am; 11:45am – 2:30pm
Thursday, August 24 th	9:00am – 11:00am; 11:45am – 2:30pm
Friday, August 25 th	9:00am – 11:00am; 11:45am – 2:30pm

Please note:

- ✓ Appointments may be conducted by phone. In-person meetings are required if a student needs to pay a schedule change fee. An appointment must be scheduled with the student's Guidance Counselor via Sign-Up Genius. Links for each Counselor can be found at the bottom of this handout.
- ✓ Students in grades 10-12 may pick up their schedules Monday, August 14th (last names A-M) or Tuesday, August 15th (last names N-Z) between 8:30am – 2:30pm. Please remember that a student's tuition account must be current in order to receive this year's class schedule.
- ✓ If you are also a parent to a freshman, the Incoming Freshman Parent Meeting will be held Thursday, August 10th at 6:30pm. Parents/Guardians will receive their freshman's schedule at that time.
- ✓ In order to make any schedule changes, the following is required:
 - The Schedule Change Form must be signed by both the parent/guardian and the student and then provided to the Guidance Counselor in order for the change to be made. Forms are available in the Documents Library in Final Forms or in the Main Office.
 - The Schedule Change Fee of \$50.00 is due at the time of the schedule change. If dropping an Advanced Placement (AP) or College Credit Plus (CCP) course, the Schedule Change Fee is \$100.00. Checks are to be payable to Holy Name High School.
 - Last day for schedule changes is Thursday, August 31st.

Continued...

GUIDANCE COUNSELORS

Beth Ritt, Director of Guidance

Last Names A – G

Ext. 106; britt@holynamehs.com

Sign-Up Genius Link: <https://www.signupgenius.com/go/10C0D4BAEA923AAF8C07-mrs>

Becky Bihari, '08

Last Names H – N

Ext. 138; bbihari@holynamehs.com

Sign-Up Genius Link: <https://www.signupgenius.com/go/10C0D4BAEA923AAF8C07-schedule>

Michael Kelley, '06

Last Names O – Z

Ext. 123; mkelley@holynamehs.com

Sign-Up Genius Link: <https://www.signupgenius.com/go/10C0F4CAFA72AABF4C16-schedule>