What is SARS?

SARS stands for Scheduling and Reporting System. It is a multi user scheduling program used for our Counselor’s schedules. It allows us to see a Counselor’s schedule so that we can schedule students to meet with them. It is also a crucial tool for tracking services.

What are the different screens and what do they do?

The GRID: Shows the schedules for all of the Counselors on one screen.
Drop-in: A Waiting List for students that are dropping in to see a Counselor.
Counselor’s Grid: An individual Counselor’s schedule.
Meeting Maker: For scheduling meetings for a group of Counselors.
Util: SARS utilities for making administrative changes
Reports: SARS reports.

How to review a Counselor’s schedule using the GRID: