

Students - Submitting a Ticket

The following are instructions for **students** to submit a ticket via email

Fill out the Google Form here:

<https://forms.gle/yu86MqbsM8tg7ezS9>

Details to include:

Please include as many details and any trouble shooting steps you have taken in your email.

- Description of your issue
- Screenshots / pictures
 - When your ticket is received and a reply sent then you will be able to share an image.
- Things you have tried to fix the issue

Example Ticket:

“ I am in Mr. _____ class 4th hour and my login to the class materials isn't working in Clever.

Thank you for your help!

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