

Who to see or where to go for:

Attendance and Documentation

1. Students should bring notes in within 3 days of absence to Mrs. Towe at the Attendance Window. Any discrepancies need to be addressed with their classroom teachers and Mrs. Towe, NOT Ms. Watters. Students who fail to sign in after arriving to school after 1st period, are counted absent in all of their classes for the day. You must check in.
2. Students should pay attention to the progress reports and/or Smartweb and address discrepancies in attendance as soon as possible rather than waiting until they have too many.

Excessive Absences

Over 10 days for any class per semester automatically causes no credit (NC) for class. Two ways to retrieve credit:

1. End of semester complete request for consideration for credit due to excessive absences, and turn in to Mr. Monday before deadline usually a week or two before the end of the semester. Depending on policy, documentation, etc. he determines if he can grant credit. Mrs. Fowler, the school receptionist, has forms. He primarily deals with excessive absences 11-15 days. Students with over 15 may have to appeal to BOE.

To Check Grades on Smartweb

Go to <http://www.hcbe.net> Click on "Parents" on left menu.

Scroll down the page names Parent Information Center until you get to Smartweb System. Follow directions carefully. You will need your child's Houston County School ID number (on progress report), Social Security number, and Date of Birth. If you have difficulty call 929-7877 Ext. 51393 and talk to Ms. Osborne to help you troubleshoot.

To Find out How your Child is doing in an Online Credit Recovery Class

Call Ms. Myles at 929-7877 Ext. 51309

Talking to a Teacher

Below there are several ways that you may be able to talk or communicate with your child's teachers. Please do not simply "show up" at their doors to talk. Teachers are not allowed to interrupt instruction to have conversations on the phone or in the halls.

Phone

1. Know the name(s) of your child's teachers.
2. Call the school main number 929-7877. Press 0 and ask for the extension numbers of the teachers you need to know. Please keep them.
3. Call the main number again 929-7877. Listen to the options and when it gives you the option of entering an extension follow directions. Most teachers do not have a phone in their rooms, and are not allowed to interrupt instruction to return a phone call. However, they have voice mail and this message also pops up on their computers under their e-mail to remind them to call you. Leave a message and talk very clearly

and slowly. They should call you within a day or two. If not, repeat process.

E-mail

1. Smartweb has links to e-mail your child's teachers when you look up grades. Occasionally the links don't work, so we suggest that you copy the teacher's address and paste it to a new e-mail and resend it. . Please do not assume that you know the e-mail address.

2. Certain pop accounts are quarantined in a Firewall Account in the system and e-mail sent from those may stay there several days before a notification of a growing list of Quarantined E-mail is sent to the teacher. At that point the teacher has to go in to find e-mail that might be pertinent to one of their students and filter through what is often a large list of spam e-mail. To make it easier for the teacher to spot your e-mail be sure to place your child's name in the subject line

Parent-Teacher Conference

1. Call or e-mail Ms. Chandler, Counselors Secretary, to set up a parent teacher conference at 929-7883 Press 0 and leave a message if she doesn't answer or e-mail her at kim.chandler@hcbe.net
2. Bring your child to the conference. At this age, he/she needs to be here.
3. If you request a conference with one teacher and do not necessarily have to meet face to face, and a telephone conference will do, either e-mail the teacher, leave voice mail, or follow directions to #1 above and ask Ms. Chandler to ask teacher to contact you.
4. If you wish to meet face to face with a teacher, follow #1 above. These will either be scheduled after school, before school, or during the planning period of the teacher.
5. If you wish to meet with multiple teachers, follow #1 above. These will be scheduled before or after school (7:15 a.m. or 3:00 p.m.) because teachers do not all have the same planning periods.

Concerns about your Child and Discipline

1. Call the Assistant Principal who dispensed the discipline and set up a meeting. Main Campus 929-7877:
Mrs. Beatty- Ext. 51884
Mr. McCook- Ext. 51794
Mrs. Phelps- Ext. 51881
2. Counselors do not handle discipline.

Concerns about a Teacher after having Parent Conference

1. Call Assistant Principal for Instruction, Dana Walker, at 929-7877 Ext. 51795.
2. In the event you must see Mr. Monday, call 929-7877, Mrs. Talton, Principal's secretary, Ext. 51878, to set up appointment.

"Seniors" in homeroom 11Z

Call Mrs. Teague, Junior counselor at 929-7877 Ext. 51265.

Incomplete Grades

After the work is finished, see the teacher. Ask them to complete a grade change request form no later than 10 school days after the semester. However, students who are graduating in May can have no "Incompletes"

second semester. All work must be finished the Thursday before graduation, including seniors on Hospital Homebound.

Lost Book Cost and Fees Owed

- 1. Have your child find out the name of the book that was lost from his teacher.**
- 2. Have child see Mrs. Robin Wade, bookkeeper, to look up cost of text book. Her number is 929-7877 Ext. 51782**
- 3. If a senior owes for a lost library book, lost uniform, specialty fees, etc. this must be taken care of before graduation.**

Credit Recovery Classes for Failed Core Classes-

- 1. When second semester begins, complete a Course Change Request Form and check the box that you need to take a Credit Recovery Class. Ms. Watters will look at it and give it to Ms. Myles. Ms. Myles monitors all work for Credit Recovery classes. Recovery work must be done by the deadline for the semester taken if the student expects to graduate in May. There will be no students "walking" unless the work is finished and Ms. Myles can verify that the student has passed, therefore the CR deadline must be strictly followed.**
- 2. Students should understand that these courses are entire courses and involve significant work. There are "average" qualifications (failing average minimums) to be eligible.**
- 3. If there is a prerequisite for a course, a student may not move ahead during the day to the next course and take a credit recovery courses online at night unless it would have been allowed anyway. Therefore, prerequisites have to be completed whether done in a CR course or not.**
- 4. No more than two CR courses may be taken a semester and no more than 4.00 units of any combination of courses may be taken per semester.**

Georgia High School Graduation Test Information

- 1. Remediation Information- Call Marsha Myles, Graduation Coach- 929-7877 Ext. 51309.**
- 2. Questions about retests, dates, scores, waivers, variances, etc.- Lamontay Jefferson, Counselor and Test Coordinator, 929-7877 Ext. 51282.**

Hospital Homebound Application

See Ms. Myles as soon as you know surgery or illness will prevent you from attending school a minimum of 10 days. If this illness is second semester, be certain that you know all work will have to be completed no later than the Thursday before graduation. Students know about how much work a course involves, so if the student on HHB doesn't feel like he/she is getting all the assignments that he/she needs for HHB on a timely basis from some individual teacher, he/she needs to get his HHB to get Mrs. Beatty involved EARLY. By the same token, if there are plenty of assignments being sent to you and you are not completing them on a timely basis, you may fail the course, be dropped from HHB, or/and not graduate on time. You have to pace yourself on HHB to complete work, all work.

HCCTC Application

If you want to go to HCCTC full time there is an application process. See Mrs. Chandler/ make appointment with Ms. Watters to complete some portions. Have parents and teachers complete other portions. Apply early if interested spring semester. Slots fill up quickly.

**Dual Enrollment Booklet from MGTC/ for college courses at HCCTC or MCTC
From Ms. Watters or Ms. Chandler**

Transcripts

- 1. There is a clipboard in the office on the front counter. Students may sign up for transcript(s) any Monday-Wednesday of any week. Mrs. Gore will have them ready for pickup Thursday afternoons after school. If an official transcript is requested it will be in a sealed envelope. If opened, this negates the official status of the transcript and colleges, etc., will not accept them.**
- 2. A student cannot copy an official transcript and mail them for them to be considered "official" to the colleges.**
- 3. Each transcript cost \$2.00.**
- 4. We do NOT mail transcripts for college applications, scholarships, or the NCAA Clearinghouse. Students must pick up from Mrs. Gore no earlier than the Thursday after requesting them M-W and mail them personally.**
- 5. At the end of the school year, students will have decided on their final choice for college or technical college. Mrs. Gore will send around a sign-up list in May to Senior AO's or Senior English classes for seniors to list their final college choice. The school WILL mail those FINAL transcripts after graduation as requested. Athletes should also list that they would like for their final transcript to be sent to the NCAA Clearinghouse and those will also be sent after graduation. There is no charge for this one/two final transcripts.**
- 6. Students should be aware that if they are applying for scholarships at a certain college that the scholarship committee will often require a separate transcript from the one sent to the admissions office. Athletes should also be aware that if the athletic department of a college requests a transcript, that will not count as the one the admissions office requires.**
- 7. Students that apply to colleges that require a "counselors report," a "school report," or a "high school report" often require a separate transcript to accompany that report once it is submitted. Ms. Watters will have those reports for student pickup two weeks after they are requested, but students need to request a transcript to accompany the report.**

NCAA Clearinghouse Application

- 1. Go to <http://www.ncaaclearinghouse.net/>. Click "Prospective Student Athletes". Then, click "Registration form for US Students." Once completed, either print first page or confirmation of submission page to send with transcript.**
- 2. Don't forget to request transcript from Mrs. Gore any Monday –**

Wednesday. Pick up on Thursday. While not required, it is a good idea to mail first page or confirmation page of online application with transcript. Keep transcript sealed to be official. Transcripts cost \$2.00.

3. If you have attended any other high school outside of the county, the NCAA Clearinghouse will require you to have a transcript from all high schools you have attended in other counties, states, and countries.

To Determine if you will be NCAA Eligible

1. Use transcript you received about 3 weeks ago in Senior AO and look at your core classes.
2. Go to <http://web1.ncaa.org/eligibilitycenter/common/> for information about Information on initial-eligibility at NCAA Division I and II member colleges. Click on the High School Administration part and enter WRHS CEEB code which is 113160.
3. View Core Course List and NCAA Core Requirements. Compare your core classes on your transcript to the list of those approved by the NCAA for our county. Core classes are those that are English, Math, Science, Social Studies, and Foreign Language.
4. For the top 16 core units on your transcript for Division I (or 14 core units for Division II) remember (both semesters=1 unit/ and one semester course=1/2 unit) for every 90-100 in a core class you have received, plug in a 4, for every 80-89 plug in a 3, for every 70-79 plug in a 2 and for any 69 or below you received in a core class plug in a 0. Add them up and divide by the number of courses you used. See where the GPA on the 4.0 scale falls within the NCAA requirements for the division that interest you. Remember to look at the GPA requirement in conjunction with your personal SAT/ACT scores. There is a sliding scale for the Division I and a minimum GPA and SAT/ACT score for Division II.
5. College Prep Seniors may not have 16 core units (or 14) until the end of the year. The counselors do not figure averages for the NCAA Clearinghouse or what grades you will need on the remainder of your core subjects to be eligible. However, with a little practice it is possible for a student athlete or their parents to “play with potential core class grades taken this year” to see what it will take to get a certain GPA. Career Tech Seniors may never have 16 core units unless they have planned carefully with Coach Way long before this year. It is very difficult these days to be Division I NCAA eligible as a freshman in college if you are a Career Tech student in high school. It is even somewhat difficult for them to be eligible for Division II.
6. Be careful. It is possible to be NCAA Eligible while not meeting the admissions requirements for a specific college.

College Test Prep

1. Go to <http://qacollege411> . Look on left menu. Click “College Test Prep.” Choose the test that you wish to prepare for and click. Prep for GHS GT, EOCT, SAT, ACT, Compass, and ASSET.
2. Go to www.collegeboard.com . Click “Prepare for the SAT.” Click on various choices of practice opportunities.
3. Go to <http://www.act.org> .Click on “The Test.” Click on “Test Prep.” Click on choice of practice activities.

4. Go to <http://www.hcbe.net> Click on “Parents” in the left menu. Click on “Education Related Links.” Click on “SAT/ACT Practice Test (no charge).”

To Register for the SAT

1. Go to www.collegeboard.com You will need the CEEB number for WRHS which is 113160. You will register for the SAT Reasoning Test. Most students will not need to take SAT II Subject Tests to attend the majority of the colleges or universities that they apply. Those are often only required for very prestigious or elite universities. If there is a question, students should research the college or university requirements of the specific college of interest.

2. Students need to be certain to request that the College Board send their scores to the colleges and universities of their choice. If 113160 is used on the application, WRHS will receive the scores and print them to go with your transcript if requested, **HOWEVER**, most colleges and universities want the **OFFICIAL** scores sent from the College Board for your application file to be complete. **Often they expect to have received them BEFORE the application deadline.**

3. If you absolutely do not have access to a computer and the internet, we get a very few paper copies of applications each year. The College Board does **NOT** like to send us these. However, students may get one from Ms. Chandler.

For an SAT Fee Waiver

1. Students must qualify (i.e. Free and Reduced Lunch)
2. See Ms. Chandler
3. One may be used per year
4. We are sent limited numbers of fee waivers/ once they are gone for the year, we can't get others

To Register for the SAT II

1. Read guidelines above.
2. Register on www.collegeboard.com
3. We have a few paper copies if you don't have access to computer

To Register for the ACT

1. Go to www.act.org . Register using the CEEB Code 113160.
2. The Writing portion is optional on the ACT. Students need to research the college of interest to see if it is required. Many colleges like for students to take it whether required for admission or not.
3. Do the same as explained in #2 under “To Register for the SAT” for scores to be sent to colleges of choice.
4. Again, we get a very few paper applications each year, only for those without access to a computer and the internet. If you need one you will need to see Ms. Chandler.

For an ACT Fee Waiver

1. Students must qualify (i.e. Free and Reduced Lunch)
2. See Ms. Watters
3. One may be used per year
4. Limited numbers of them available, etc.

FAFSA/ Free Application for Federal Student Aid

1. In January, go online to www.fafsa.ed.gov/ to download application. You must use the one for 2010 for students attending college in the fall of 2010, so you cannot use the one for 2009.
2. It isn't necessary to complete one for each college the student is interested in attending, but each college should be listed on the one FAFSA. Make copies to send to the colleges if accepted when they send you their financial aid packets.
3. Work on your taxes. You must have your taxes ready so that the information will match what you put on the FAFSA.
4. Apply for a PIN if you want to complete the FAFSA online.
5. If you don't have internet access, we will get a few paper copies of it in January.
6. Online FAFSA's are processed faster than paper ones.
7. Once processed, you'll receive a SAR, Student Aid Report, outlining the types of Federal aid for which your child would be eligible. If there are errors, please correct them and return. If you don't think your child would qualify for any due to your employment, complete one anyway at least the first year. Colleges may use this information in some cases to determine scholarships. If the child is granted a scholarship from the college or aid from the feds, complete a FAFSA each year.
8. Students and parents who need help completing the FAFSA may get free help from the Mercer University Educational Opportunity Office to help them complete the documents.

Federal Codes of Schools that you are applying for to use on FAFSA

Ms. Chandler has a book or you can look under FAFSA website online.

HOPE Scholarship-Where to Apply?

1. Go to <http://gacollege411.org> Set up an account.
2. Look at menu on left of home page of gacollege411 and click "HOPE." On the next page click "HOPE Scholarship." At the bottom of that page is a link, "Applying for the HOPE Scholarship." You have several choices of where to click depending on whether you plan to attend a public or private institution or you wish to apply online or on paper.
3. Read carefully other information about HOPE eligibility.
4. It will not be until the end of July after you graduate that you can verify that you qualified for HOPE. You may go online through the Georgia Student Finance Commission and look for the Final HOPE Scholar list or call them at 770-724-9000 or toll free at 1-800-505-GSFC.
5. WRHS cannot verify that you qualify for HOPE because we do not calculate the HOPE average.

Tuition Equalization Grant Application

1. Go to <http://gacollege411.org> .Look for TEG link. Click and follow directions.
2. This only applies to private Georgia Colleges.

HOPE Grant-Where to apply?

1. Go to <http://gacollege411.org> . Create an account. On home page, look on menu on the left for HOPE Information and click. On that page, click "Hope Grant." On the bottom of that page, click "Applying for the HOPE Grant" and follow directions.

2. The HOPE Grant is not based on the student's GPA.
3. The HOPE Grant cannot be used for degree programs.
4. The HOPE Grant can be used for certificate or diploma programs at technical colleges or some traditional colleges that have these programs

College Loan Information

1. Go to <http://gacollege411.org> . "Follow link to Choosing a Stafford Loan Lender."
2. College websites- Under Financial Aid links
3. Do this early in January. Money is supposed to be tight this year.

College Applications

1. Download from college websites
2. Career Center Conference Room at WRHS (next to office) as available and as long as they last
3. Contact colleges and ask them to mail you one
4. College Fairs

ASSET- Admission Test for Middle Ga. Tech. College

Call and set up a time to take it if you didn't take it in high school:

988-6850 -Admissions Office MGTC

GED- Testing and Class Information

929-6789 – At the HCCTC Campus of MGTC

How will you know if your child is graduating?

1. If your child is in a senior AO, the counselor has checked his schedule against his/her transcript to determine that he/she is in the correct classes.
2. If additional Nova net online or credit recovery classes are required, the counselor has instructed that student to see Ms. Myles to sign up for them or registration information for Novanet classes to clear NC's were given to child. It was the child's responsibility to follow through with that. This year that needed to be done by a certain date in the semester. Ms. Myles will do the same next semester.
3. Assuming your child is in a senior AO now, follows directions, passes all necessary courses, earns enough credit, comes to school and does not accrue too many absences, it is expected that they are on track to graduate unless they already "know who they are" from previous conversations.
4. Progress reports go out every 6 and 12 weeks, and report cards at 18 weeks. Parents should put their senior on notice to bring progress reports and report cards home and watch Smartweb frequently.
5. Occasionally teachers and Ms. Watters will call parents if a specific concern is raised about a specific huge assignment or excessive absences, however, it is the student and parents' responsibility to watch out for these things. This is assuming the school has up-to-date phone numbers. Teachers have approximately 150 students and Ms. Watters has 426 seniors. Parents have 1-2 children who are seniors. We are all in a partnership together, but parents need to stay involved and on top of things with their child.
6. Some seniors will fail things this semester that cannot be made up next semester and cause them not to graduate. Ms. Watters will try to call parents at that point if she has up-to-date phone information.

7. Seniors who fail classes 2nd semester that result in them not being able to graduate will be called during the days of exams if we know of the failure before end of day Thursday. If we find out about a failure after school on Thursday, if we have up-to-date phone information, we try to call parents and students that night to avoid them having to come to graduation practice on Friday. If we do not have up-to-date phone information, students will be pulled from the graduation line on Friday morning during graduation practice.

8. Students who do not have all of their credits for their diploma type before graduation cannot "walk." The HCBOE has never made that exception to our knowledge.

9. Students who have all the necessary credit for their diploma type, but have failed some of the GHS GT have been allowed to walk at graduation and unless the BOE changes the policy, will be allowed to this year. They do not receive a diploma. They receive a Certificate of Attendance. After graduation, they can continue to come to the school during testing to retake the GHS GT.