

# Counseling Office Forms Explained

1. The first form in this section is the **class change request form**. All teachers will have copies of this buff-colored form and they will also be available in the counseling office. Students must complete and return this form to the counseling office to request a schedule change. This eliminates the sign-up process and congestion in the counseling office. Once this form is submitted, the appropriate counselor will review it to determine whether the change is necessary/possible.
2. If schedule changes are possible, the counselor will complete a **schedule change form!** Once the counselor makes the schedule change, the student is given the gold schedule change form indicating the change(s) made. The student is then responsible to have all teachers involved sign the form acknowledging that they are aware the change has occurred. When you sign the form, please indicate how many absences the student had in your class that hour. It is imperative that you record a student's drop/add date in your grade book. When we are audited, this information must be provided to the auditors.
3. The **grading comment definitions** are used on report cards and are optional on interims. When you send grades, enter the appropriate comments for each student. Remember that you have this sheet and keep it in your resource book so you don't have to come to the C.O. for one every month. There have been a few changes to the comments, so please review them before issuing your comments.
4. Changing grades is a time-consuming task that we try to avoid. However, in the event that you must change a student's grade, you may obtain a blue **grade change form** from the counseling office. Please complete these forms thoroughly, indicating the correct term, old grade, new grade and reason for the grade change and submit such forms to Teresa Bonamie in the counseling office. This year Melissa and Doniel will be using the **administrative grade change form** when changing grades as a result of attendance appeals, etc.
5. When one of your students leaves GHS for any reason (transfer, drop out, expulsion, etc.), you will find in your mailbox a **request to complete the withdrawal form** in the counseling office. The sole purpose of this form is to notify you that the student has departed and that withdrawal information is needed. Other schools require this information to enroll these students. You will have two days to come in to sign the form before Teresa starts nagging you!
6. The **student withdrawal forms** are located in the counseling office. When one of your students leaves, you are required to provide the withdrawal grades and missing materials information. This is important information as the student's new school will need exit grades and Sharon Lynch must bill for missing/damaged materials. If you do not sign the form within two days of notification that the student has left, Teresa will become a thorn in your side.

7. If you do not sign the withdrawal form by the deadline you will receive a **withdrawal form late notice** from Doniel. This is a reminder that you have not completed the task and a copy will be placed in your personnel file.
8. Due to moves, divorces, etc., students may need to update their emergency information during the school year. **Emergency forms** are available in the counseling office and should be returned to the counseling office upon completion.
9. **Community service forms** are used to document a student's progress toward the 40 hours required for graduation. All guidelines for community service are printed on the back of the form. All service hours must be printed on these forms and other papers will no longer be accepted. Photocopies of completed forms will not be accepted. Students looking for community service forms may find them in the counseling office. All forms are to be returned to Margaret Knapp in the media center.
10. When the master schedule doesn't accommodate a student's needs/wants, he or she may seek independent instruction from a member of our staff. If a staff member agrees to work with a student independently, an **independent study application** must be completed and returned to the counseling office. The form outlines the guidelines of the course and must be accompanied by a contract containing lesson plans, objectives and method of evaluation.
11. Student's that need to have their transcripts sent to colleges must complete a **transcript release form** and have it signed by a parent (if under age 18) before the transcript can be sent. If you ever have a reason to need a student's transcript, the form must be completed before you can get a transcript from the counseling office.
12. **Work permits** are available in the counseling office. The pink permits are for students ages 14-15 and the yellow forms are for students ages 16-17. Work permits must be completed by the student and employer before Teresa Bonamie can review and sign them.

The counseling office contains a **wealth of valuable information** for our students (and staff!) Other forms that students may ask for include free and reduced lunch paperwork, AUP (Acceptable Use Policy) forms and adult and alternative education paperwork. We have college applications and information, financial aid information, ACT and SAT registration packets, scholarship applications, studying/test taking tips, community resources, career and military information, transcripts and more! Let us know if we can help you find anything!