

## Frequently Asked Questions for Counselors

### What are the counseling hours?

Counselors are in their offices from usually 8:05 until 3:30, several days it varies and can be much later. Drop in times for parents are discouraged as counselors make appointments to see students on most days. We recommend calling for an appointment.

### How do I make an appointment with my child's counselor?

Call the office that your child belongs to and the secretary will set up an appointment. Your child can also request a meeting by stopping in before or after school and lunch time.

Mrs. Clark (B) office	ext. 3066
Mrs. Rachal (C) office	ext. 3547
Mrs. Montgomery (D) office	ext. 3052
Mrs. Villa (E) office	ext. 3063

### What is the latest time of the day to schedule an appointment?

Appointments can be scheduled usually by 2:30. Exceptions are on a case by case basis.

### How does my child get an official transcript?

Your child can complete the Request for Transcript form in the A office and turn it into the Registrar for processing. The Registrar is the only person that has the official stamp for FHS. There usually is a 24 hour processing time needed. You could also request transcripts online by going to the following website <https://www.parchment.com/> .

**Does FHS offer free tutoring?**

Freedom has free tutoring available in E119 from 3:15 - 4:45 Monday - Thursday. No application is needed students can just go to E119 for help after school. Math Lab is also available every period for math tutoring located in C 119, students may request a pass while in study hall or from their math teacher.

**Who should I talk to about a grade my child earned? Who do I talk to about a grade change?**

The best person to contact for grades is the teacher through email. You could view teachers email by going to our website and selecting the teacher tab.

**What is the policy for dropping a class?**

The first two weeks in the semester a child can change a class if the student needs a class for graduation. Level changes can occur up to the end of the first quarter, for example, Geometry to Algebra. Each semester there is a two week period to change classes.

**What if my child gets injured and can't complete PE?**

Have your child's doctor write a note that states the amount of time needed to be out of PE. The counselor and PE teacher will arrange a plan for that time period. Students still are required to complete two years of PE for graduation.