

GUIDANCE SUMMER INFORMATION

We are pleased to offer the following summer information for students and parents. It is our hope that the information will provide assistance with questions as our guidance office is not fully staffed during the summer months. Our Guidance staff will work on a limited schedule and will be happy to assist you during our office hours; however, we do ask for your patience as you await a return phone call, email or meeting with one of our staff members. **EMAIL REQUEST(S) SHOULD BE SENT TO LincolnGuidance@leonschools.net .**

COURSE REQUEST/SCHEDULE CONCERNS FOR 2018-2019 SHOULD BE SENT DIRECTLY TO lincolnschedules@leonschools.net.

APPOINTMENTS – There are a limited number of appointments available during the summer; they are reserved for New Student Registration. All other concerns will be addressed on a walk-in basis. **Please contact the Attendance Office directly regarding questions and/or concerns pertaining to Attendance.**

COURSE RECOVERY SUMMER OPTIONS:

Students interested in re-taking or taking a course during the summer can do so using any one or a combination of the following options listed below. Please know that when considering re-taking a course, it can only be done if the student initially earned a “D” or “F” in the course. In order to receive grade forgiveness a student must earn at least a “C” when retaking the course. Refer to Frequently Asked Questions – grade forgiveness guidelines.

Approval from a guidance counselor is required to enroll in any and all summer school options. Students need to work directly with a guidance counselor at Lincoln regarding academic advisement. Please keep in mind that students **must complete** a pre-requisite course (if required) prior to registering for a summer course.

Further, the summer course **must also be** complete prior to the beginning of the school year in order to move on to the next course. To ensure correct course placement for the 2018-2019 Lincoln schedule, students need to communicate with the guidance counselor after completion of a summer course at the start of the school year.

Registration Options:

Adult & Community Education (ACE) – Leon County Schools – Most courses may be completed through different formats: book format or computer format (PLATO system) – please contact ACE for more information. Classes offered for credit recovery/grade forgiveness in core academic classes or remediation for an EOC exam.

Co-Enrollment Form must be obtained in the guidance office. The Internet Access form must be signed by a parent or guardian. New this summer – ACE classes will be held on Lincoln’s campus. Classes will be held Monday through Thursday, June 5 – June 28; 8:00 am – 12:00. Credit will be issued after the coursework has been completed. Students should consult with the teacher to verify they have completed the course. Coursework not finished during the summer can be completed in the fall. Students will need a new ACE Co-Enrollment form for fall registration.

Leon County Virtual School (LCVS) – No cost to students

Register at www.leongoesvirtual.net for HOPE, Math College Readiness (MCR), Liberal Arts Math, Earth Space Science, Economics or Meteorology.

At the bottom of the home page there will be an option to sign-up for one of these courses. Please select the appropriate option.

Complete the questionnaire that is provided to you.

Once the course is activated, you can begin to work on it. Make a plan to work on your LCVS coursework without skipping many days. Your teachers

will expect you to complete a certain number of assignments EACH WEEK. Remember to check your message during the week!

Florida Virtual School (FLVS) – OTHER Leon County Virtual School (LVS) –

Go to <http://vsa.flvs.net> and create an account, or sign in using your log in information.

Now, sign-up for the course you need by following the instructions below:

- a. Search for the course you are requesting.
- b. Select the segment (semester) of the course you want.
- c. Choose the start date with the calendar or type in start date.
- d. Choose the virtual school you would like to take using the drop down menu.
- e. Follow the remaining steps.

Some courses may be in greater demand, keep in mind that there may also be a waiting period before you can start your course.

Check the message link in your virtual school account every day because your teacher will let you know it's time to set up the required WELCOME CALL. If you do not respond, you may be dropped for the course. You must complete the welcome call before your course will be activated.

Once the course has been activated, you can work on it regularly. Make a plan to work your coursework without skipping many days. Your teachers will expect you to complete a certain number of assignments EACH WEEK. Remember to check your messages during the week! **PLEASE stay in contact with your virtual school teacher and let him/her know if you will be out for an extended time** (ex. vacation, illness). You don't want to be dropped from a class – there could be penalty.

MANDATORY STATEWIDE ASSESSMENTS/TESTING

Florida Standards Assessments (FSA) English Language Arts (ELA) Writing Test – There are no FSA / ELA tests offered during the summer. Fall re-takes are generally held during October.

End of Course Exams (EOC) – Summer make-ups and retakes for Algebra I, Geometry, Biology and US History EOCs will be announced; continue to check the Lincoln (website) homepage for updates. For more information please contact our main office @ 850-487-2110.

Additional information and details regarding these assessments can be found on the Florida Department of Education's website: <http://fsassessments.org>; <http://fcats.fldoe.org>.

GRADUATION REQUIREMENTS

For the most up-to-date information regarding graduation requirements, please go to the Florida Department of Education website, make certain you are referencing the correct requirements based on when your student enters ninth (9th) grade. Be advised that changes are pending based on 2016 legislative updates. The website for the Florida Department of Education: <http://www.fldoe.org/bii/studentpro/grad-require.asp>.

Other Helpful Links

Bright Futures – www.floridastudentfinancialaid.org

Leon County Virtual School – www.leongoesvirtual.net

Florida Virtual School – www.flvs.net

FloridaShines (FLVC) – www.flvc.org

ACT – www.act.org

SAT – www.collegeboard.org

College information resource – www.collegeweeklive.com

Scholarships – www.collegescholarships.com; www.scholarships.com;
www.fafsa.ed.gov

FREQUENTLY ASKED QUESTIONS

- 1. Is school open during the summer; hours of operation?** The main office is opened Monday – Thursday from 7:00 am – 3:30 pm.
- 2. How do I contact Guidance in summer?** Please contact the main office @ 850-487-2110 and you will be connected to a counselor, or you should send your concerns to LincolnGuidance@leonschools.net. Please keep in mind that the guidance staff works on a limited schedule. **Please do not leave multiple messages, as this will slow down the response time.**
- 3. How do I register at Lincoln?** Registration information can be found on our website: www.lincoln.leon.k12.fl.us or you should contact our registrar @ 850-487-2110 for registration information.
- 4. Is there summer school?** Lincoln does not offer summer school; but there are summer programs available at Adult & Community Education (ACE) from June 5 – June 28 to be held at Lincoln – new this year; Leon County Virtual School or Florida Virtual School (please see summer options listed). All programs require guidance approval prior to registration.
- 5. Is there a summer reading requirement?** Yes, all grade levels are required to complete a summer reading assignment. Please see the Lincoln homepage
- 6. What happens if a student fails a class?** The student can register for one of the summer program options to recover the credit (please see summer options listed).
- 7. Who do I contact about a grade my student received on the report card?** Grade corrections can be made if necessary. Please contact the attendance office if your student has unexcused absences that affected the grades. If your student received an incomplete grade (“I”), please contact a guidance counselor. Most other grade issues cannot be resolved until teachers return in August, so it is recommended that you make contact with them via email once school is back in session. Please remember that grade corrections can be made if necessary.

8. **Can my current high school student retake a course?** Yes; a high school course that a student earned a “D” or below for a semester/final grade can be retaken. Please be aware that in order to receive grade forgiveness you must earn a “C” or higher during the 2nd attempt. Please see “summer options” for methods of completing the retake.
9. **Can my incoming 9th grade student retake a high school course they took in middle school?** Yes, if your incoming 9th grader took a high school course while in middle school and earned a “C” or below for a semester/final grade. Please see “summer options” listed for methods of completing the retake.
10. **Can my student change classes for next year?** Yes, please send your request by June 9th directly to: lincolnschedules@leonschools.net. Your request will be reviewed and a response sent to you.
11. **My child passed a summer class and I need to make a change to his classes for next year?** To ensure credit is awarded and correct course placement for the 2018-2019 Lincoln schedule, the student must communicate with the Lincoln Guidance Office after completion of a summer course. We can verify credit awarded at ACE, LCVS or FLVS. An official transcript is required from all other sources (i.e. private schools, colleges/universities) and will be required to document credit earned.
12. **When do I get my schedule of classes?** All students receive their tentative class schedules by mail during the summer; final schedules will be issued on the first day of school during homeroom.
13. **When will we receive FSA and/or EOC scores?** Scores should be mailed as soon as we receive the paper copy; however, they may not be available until fall when we return to school.
14. **What is the process for Bright Futures evaluations for the Class of 2018?**
Student records will automatically be re-evaluated based on GPA in core coursework through graduation, test scores through July 2018 and community service hours completed and documented by graduation. This process typically takes place during the first week of July; **therefore, counselors cannot determine a student’s eligibility status before this timeline. OFSA will post all official/award notifications to the student’s online record in early August.** Students will receive an “application received” e-mail within 48 hours of application which will provide logon information to check award and update application.

15. What if my 2018 graduate did not qualify for a Bright Futures scholarship, although we thought he/she would be eligible? Please email Ms. Harriett Williams at williamsh@leonschools.net with your specific concerns.

16. Where can I find information about Bright Futures Community Service Hours? Please review guidelines and forms on Lincoln's homepage. From the select the Lincoln Guidance link to find this information. Students may begin earning service hours during the summer prior to starting ninth grade.

17. How can my upcoming senior begin the college application process? Your student can work on a resume, first drafts of admissions essays, review websites of interested colleges to gather information and review admissions requirements. As well as, begin completing the online applications to include utilizing the Common Application (www.commonapp.org) or SENDedu (www.SENDedu.org) where applicable. Students who have not taken ACT or SAT may also want to register and prepare for these tests. For more information on ACT visit www.act.org or SAT visit www.collegeboard.org.

18. What is the Postsecondary Education Readiness Test (P.E.R.T) and how does it affect students? The PERT is Florida's customized common placement test. The purpose of the P.E.R.T is for accurate course placement based on the student's skill and abilities.

19. Can the P.E.R.T qualify me for TCC Dual Enrollment? Yes; In order to qualify for Dual Enrollment students must meet the following criteria:

- Have an unweighted cumulative GPA of 3.0
- Achieve qualifying test scores on one of the following: PERT, ACT or SAT

For more information and details regarding PERT, please visit

<http://www.fldoe.org/cc/pert.asp>

20. When is the first day of school for 2018-2019? Students return on Monday, August 13, 2018. Please contact our main office for date and time of our 2017-2018 orientation.

21. What time does school start on the first day and where do students report? All students are expected to report by 7:25 am on Monday, August 13, 2018. First bell rings at 7:25 am; classes start at 7:30 am. Students should report to homerooms; homeroom lists will be posted.