**LCHS COUNSELING &**

**GUIDANCE OFFICE**

**2025 SUMMER INFORMATION**

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**COUNSELING & GUIDANCE**

**OFFICE INFORMATION**

**SUMMER 2025**

## WELCOME

We are excited to provide our summer information for students, parents and prospective students. This information is to assist you by answering questions and providing information to help you during the summer months. During the summer, we are on a limited schedule and are not fully staffed. The Counseling and Guidance Staff is working this summer are happy to assist you; however, please be patient and use the information below in lieu of speaking with and/or meeting with the Counselor on Duty. We typically have high volume of calls and emails with limited staff to address these needs during this time.

# INFORMATION INCLUDED

* EMAIL
* PHONE
* APPOINTMENTS
* IMPORTANT LINKS
* MANDATORY STATEWIDE ASSESSMENTS/TESTING
* SUMMER OPTIONS
* CLASS OF 2025
* CLASS OF 2026
* FREQUENTLY ASKED QUESTIONS

**EMAIL –** The Counseling and Guidance Office email address is [lchs.summerG@leonschools.net](mailto:lchs.summerG@leonschools.net). You may send your questions to this email address for information. **This email address is only available during the summer months beginning on May 29th and will not be available after July 30th.** After this date, please send emails to your School Counselor directly as indicated here based on your student’s last name: (These email addresses are available beginning July 31st)

**School Counselor Emails Available Beginning July 31st:**

|  |
| --- |
| **Mrs. Natalie Garner A - De natalie.garner@leonschools.net** |
| **Mrs. Sarah Bender Dh - Je sarah.bender@leonschools.net** |
| **Ms. Alice Mathis Jh-Mi alice.mathis@leonschools.net** |
| **Mrs. Natalie Ferrera Mo – Rod natalie.ferrera@leonschools.net** |
| **Mrs. Brigitte Robinson Roe – Z brigitte.robinson@leonschools.net** |

**Please note that the 2025-2026 school year begins for Faculty on July 31, 2025.**

**TELEPHONE –** Telephone messages for the Summer Counseling Staff must be left on the following line **850-488-1756 ext. 999931**. If you choose to leave a message on this line, please remember that calls will be returned in the order received ***(PLEASE DO NOT LEAVE MULITIPLE MESSAGES)-leaving multiple messages will slow down the response time*;** please include the following information when leaving a message: student’s name, a return telephone number, email address and reason for your call. Please speak clearly when leaving a message.

**APPOINTMENTS –** There are a limited number of appointments available during the summer months and they are reserved for the following: New student concerns which cannot be resolved or answered via email and academic issues. **Please contact the Attendance Office directly regarding questions and/or concerns pertaining to attendance.**

**IMPORTANT LINKS –** The following are links to information on this website and other websites where you may find important and helpful information:

* Bright Futures - <http://www.floridastudentfinancialaid.org/>
* Leon County Virtual School - [www.leonschools.net/virtualschool](http://www.leonschools.net/virtualschool)
* Florida Virtual School - [www.flvs.net](http://www.flvs.net/)
* Florida Shines [www.floridashines.org](http://www.floridashines.org/)
* ACT (college placement test) [www.act.org](http://www.act.org/)
* SAT (college placement test) <https://www.collegeboard.org/>

**GRADUATION REQUIREMENTS**

For the most up to date information regarding graduation requirements, please go to the Florida Department of Education website and make certain you are referencing the correct requirements based on when your student enters the ninth grade (their cohort year). Be advised that changes are pending based on 2025 legislative updates. The website for Florida Department of Education is:

<http://www.fldoe.org/>

Detailed Graduation Requirements are on this site under:

[Standard Diploma Requirements (fldoe.org)](https://www.fldoe.org/core/fileparse.php/7764/urlt/standarddiplomarequirements.pdf)

## MANDATORY STATEWIDE ASSESSMENTS/TESTING

* **Florida Standards Assessments (FSA) English Language Arts (ELA) Writing Test** –FSA ELA tests are not administered during the summer. Fall re-takes of the FSA/ELA are administered during early Fall, please be sure to sign-up for Chiles listserv for the most up-to-date information. Please use the following link to access the resources page and download the step-by-step instructions about how to sign up. <https://www.leonschools.net/Domain/9312>
* **End of Course Exams (EOCs**) – At this time we do not have any updates for FLDOE (Florida Department of Education) regarding any summer administrations of testing. Please check our website and listserv announcements for any updates we receive.

For more information, please contact our Testing Coordinator, Aaron Clark at [clarka@leonschools.net](mailto:clarka@leonschools.net). Please be advised that he will not be working during the summer months, so he will respond once school is back in session beginning on July 31st.

**FSA** and **EOCs -** additional information and details regarding these assessments can be found on the Florida Department of Education’s website at:

<https://www.fldoe.org/core/fileparse.php/5662/urlt/2425SciSSEOCFactSheet.pdf>

<https://www.fldoe.org/core/fileparse.php/20102/urlt/2425BESTEOCFactSheet.pdf>

<http://www.fldoe.org/core/fileparse.php/7764/urlt/gradrequirefsa.pdf>

[FAST Assessments (fldoe.org)](https://www.fldoe.org/accountability/assessments/k-12-student-assessment/best/)

**SUMMER OPTIONS**

**Summer Options –** Students who are interested in re-taking or taking a class during the summer can do so using any one or a combination of the following two options listed below. Please know that when re-taking a class, the grade will count and be replaced only when the student initially earned a grade of “D” or “F” originally. In order to receive grade forgiveness, you must earn at least a “C” when retaking a class. Refer to Frequently Asked Questions below (questions # 6 and 7) for grade forgiveness guidelines.

Approval from the School Counselor is required to enroll ineither of the two summer options. Please remember that studentsmust **complete** a pre-requisite course prior to the beginning of the school year in order to move on to the next course. Students need to work directly with the School Counselor at Chiles regarding academic advisement. To ensure correct course placement for the 2025-2026 school year, students need to communicate with the Chiles HS Counseling and Guidance Office after completion of a summer course.

1. **Leon County Schools Adult & Community Education (ACE) –** no cost to student.Courses may be completed by computer through an online platform called PLATO, which offers a flexible virtual structure. Classes offered are for credit recovery/grade forgiveness in core academic classes or remediation for an EOC exam.

* **Registration (Registration window May 19-June 5)–** Students may register for the summer session by contacting their School Counselor in order to have their Registration completed and submitted. The Registration window closes June 5th
* **Classes are June 3 – June 27** Classes start on Monday, June 2nd and continues *Monday through Thursday* until June 26th. Classes are taught through the PLATO online platform, which can be accessed on your Classlink through the Edmentum tile.

**Credit will be issued after the coursework is completed and graded by the teacher.** Students should check with the teacher to verify they have completed the course. Coursework not finished during the summer can be completed in the fall. In order to continue in the Fall, students will need a new ACE Co-Enrollment form for fall registration; you will need to see your assigned School Counselor to get register for fall in order to complete the course.

1. **Florida Virtual School**

**FLVS Directions**

* **To sign up for a class with FLVS go to**: <https://www.flvs.net/>
* **Next select**: **Enroll-FLVS Flex-** Select Grades K-12
* **Enroll in 6-12- Course- Add course- Continue- Create account.**

**DIRECT LINK:** <https://www.flvs.net/flex/enroll?source=signupModal/flex>

Once your student has completed registration for the class and created an account then please send an email to the Summer Counseling & Guidance email ([lchs.summerg@leonschools.net](mailto:lchs.summerg@leonschools.net)) and School Counselor on Duty will review and approve your request. Once the counselor submits approval on-line, your status will then change to CRC (course request completed). ***Counselors cannot submit approval until you have registered for the class you need, have demonstrated parent approval***, ***and then contacted the Counselor on Duty via the Summer Guidance e-mail.***

Log into your account **daily** to see when a teacher has been assigned and for your “status” to be updatedfrom course request complete (CRC) to course active (CA). **Once you see your status change to CA, you may begin accessing and completing your assignments on-line.** (You will also be asked to complete a brief orientation session).

**CHECK THE MESSAGE LINK** in your Virtual School account every day because your teacher will let you know it is time to set up the required welcome call. If you do not respond, you may be dropped from the course. Make a plan to work on your online coursework without skipping many days. ALWAYS check your FLVS messages because that is where you will get warnings of your status. If you withdraw from the class before the 14-day grace period ends, there is no penalty. IF you stop working or forget to withdraw, you may be withdrawn with an “F”.

**Please stay in contact with your FLVS teacher and let him/her know if you will be out for an extended time** (i.e. vacation, illness).

FLVS HELP LINE - (800) 374-1430 available Monday through Friday from 7 a.m. to 9 p.m. and on weekends from 9 a.m. to 5 p.m.

1. **Leon County Virtual School-** LCVS will only be offering Driver's Education, HOPE and Personal Finance and Money Management this summer. Please see the following directions to enroll in any of these summer courses:

**LCVS Directions**

1. Go to [www.flvs.net](https://www.canva.com/link?target=http%3A%2F%2Fwww.flvs.net&design=DAFO1uBmv7E&accessRole=viewer&linkSource=document) and click “Enroll”, then click on “County Virtual School -Grades 6-12”
2. Follow the Prompts to choose your class:

Select your course, click “Add to Backpack” then add more courses or

click “Continue”.

1. Login with your existing account or create a new account

Follow the simple prompts to create your first account for virtual school. If you already have an account, you do not need to create a new one. If you forgot your password for your old account, follow the prompts to recover your forgotten password. **You do not need to create a new account if you forgot your password.**

1. Complete the Student and Parent Commitments
2. Choose semesters and preferred placement date- You may choose semester 1, semester 2, or all semesters. Each semester represents a ½ credit. Then, choose a preferred placement date for when you would like to start the course, click Leon County Virtual School Franchise, and then confirm your course request.
3. Finalize your request and click “Submit Enrollment”

Your school counselor will review your course request(s) that you’ve chosen. If approved you’ll be placed within 48 hours**.**

**Frequently Asked Questions**

1. **Is school open in the summer and what are the hours of operation?** The main office is open Monday-Thursday 7:00 a.m. – 3:30 p.m.
2. **How do I contact Guidance in summer?** The best way is through our Summer Counselor E-mail system at lchs.summerg@leonschools.net Phone calls will be directed to the summer extension 999931. Please keep in mind that a counselor is available Monday through Thursday only from 8:00 a.m. - 12:00 noon. ***Please do not leave multiple messages, as this will slow down the response time.*** Multiple calls will cause a delay in response –please do not leave multiple messages. Email is the most efficient and quickest method of communication.
3. **What happens if a student fails a class?** The student canregister for one of the summer program options to recover the credit (see Summer Options list, on pages 5 & 6 of this document). Credit can only be recovered for a 1st or 2nd semester “D” or “F” grade (not for a 9-week grade).
4. **Is there summer school?** No, Chiles will **NOT** be offering an on-campus Summer School Recovery Program, however, students may take courses with Adult & Community Education (ACE) in person **or** online from June 2 – June 26 or through FLVS or LCVS (all of these options are computer based online learning options– see summer options list). Summer Options require Guidance approval once registered. Email the Counselor on Duty during the summer at lchs.summerg@leonschools.netfor Virtual School approvals.
5. **I have a question about the 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 the Curriculum Office at 850-488-1756 ext. 999906. Most other grade issues cannot be resolved until teachers return in August; therefore, you may make contact with them via email once school is back in session. Please remember that grade corrections can be made ifnecessary.
6. **Can my incoming 9th grade student retake a high school course they took in middle school?** Yes, he/she can retake a high school course where they earned a “C” or below for a semester/final grade; please follow-up with your School Counselor regarding this for approval. Once a student is in high school, it is recommended that courses that need to be re-taken, be done as soon as possible within the first year of high school. Please see “Summer Options” for methods of retaking a course.
7. **Can my current high school student retake a course**? Yes, he/she can retake a high school course where they earned a “D” or “F” for a semester/final grade. Please be aware that in order to receive grade forgiveness you must earn a “C” or higher during your 2nd attempt. See “Summer Options” for methods of completing the retake.
8. **Can my student change classes for next year?** The deadline has passed to make elective course changes. Only core academic courses will be reviewed to address changes resulting from credit earned over the summer, change in test scores, etc. Please send an email to Guidance at lchs.summerg@leonschools.net. Your request will be reviewed and a School Counselor will get back to you.
9. **Can my incoming 9th grader still qualify for the Pre-AP or AP Accel Programs**? Yes, please contact Mrs. Kat Quick at [quickk@leonschools.net](mailto:quickk@leonschools.net) Mrs. Quick will need middle school GPA and 7th grade FSA scores to determine eligibility.
10. **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 2025-2026 Chiles schedule, the student must communicate with the Chiles HS Guidance Office after completion of a summer course. We can verify credit awarded with ACE, Chiles Summer Recovery and FLVS.
11. **How do I register at Chiles?** To register to be a student at Lawton Chiles High School please go online and use the following link: <https://www.leonschools.net/studentadmissions>

Once you have completed the online registration, the Chiles High School Registrar will reach out to you regarding further information; if needed, you may reach the Chiles Registrar, Mrs. Majid at 850-488-1756 ext. 999909.

1. **When is the first day of school?** The first day of school is Monday, August 11 2025. We host an Orientation Program prior to the first day of school for all new students which will be Friday, August 9 from 8:00 a.m. – 12:00 Noon.
2. **What time does school start on the first day and where do I go?** School starts at 7:30 a.m. Students should report to their 1st period class.
3. **Is there a summer reading requirement**? Yes, all grade levels have a recommended summer reading assignment to complete. From the Chiles homepage click on “Summer Assignments” to see what the reading assignment is for your specific English/Language Arts course. AP and Dual Enrollment classes typically do have required reading.
4. **Is there a summer math requirement?** This summer, there is no math assignments. But it is a good idea to review your math from previous year so that you can be ready to go for the school year.

1. **When do I get my schedule of classes?** All students can review their schedule in FOCUS once schedule requests are processed late in the summer, directly prior to the start of school. Students can also pick up a copy of their schedule at Orientation (Friday, August 8) which is prior to the first day of school.
2. **When will we receive FSA and/or EOC scores? FSA and/or EOC –** When these scores are available and released from the Florida Department of Education, they will be posted and available in FOCUS under Test History in the online grade portal. Parents and students may access directly through FOCUS once posted. Check your FOCUS account periodically throughout the summer.
3. **What is the process for Bright Futures processing for the Class of 2025**? Student records will automatically be re-evaluated based on GPA in core coursework through graduation, test scores through August 1, 2025 and community service hours completed and documented by graduation (May 23, 2025). This process typically takes place during the first week of July; *therefore, Counselors cannot determine a student’s eligibility status before this timeline.* **OSFA 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 log on information to check award and update application.
4. **What if my 2025 graduate applied, but did not qualify for a Bright Futures scholarship, although we thought he/she would be eligible?** If this happens please take the following steps:
   * 1. Please review requirements at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org/)  (State grants & scholarships; Bright Futures Scholarship) in order to make sure you have qualified in the designated time frame (see above).
     2. Remember that 8th semester notification will not be posted until approximately August 1, 2025.
     3. Email Summer Guidance at [lchs.summerg@leonschools.net](mailto:lchs.summerg@leonschools.net) or Alice Mathis at mathisa@leonschools.net with your specific concern. Write “Bright Futures” in the subject line.
5. **Where can I find information about Bright Futures Community Service Hours?** Please review Service Forms on the Chiles homepage, from the Homepage click on the Guidance Department link, then click on Guidance Resources and scroll down to the bottom of that page to find and print Volunteer Service Hours forms. Students may begin earning service hours during the summer prior to ninth grade. Students will submit paperwork during their senior year to Mrs. Behara, Guidance Secretary, in the Guidance Office.
6. **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 colleges of interest in order to gather information and review admissions requirements as well as begin completing the online applications to include utilizing the Common Application [www.commonapp.org](http://www.commonapp.org/) and Coalition <https://www.coalitionforcollegeaccess.org/> where applicable. Students who have not taken SAT or ACT may also want to register and prepare for these tests, for more information on SAT go to [www.collegeboard.com](http://www.collegeboard.com/) or for ACT go to [www.act.org](http://www.act.org/)
7. **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 to provide accurate course placement based on the student's skills and abilities. It can be used to qualify seniors for on-campus Dual Enrollment.
8. **Can the P.E.R.T qualify me for on campus Dual Enrollment (on Chiles campus)?** In order to qualify for on-campus Dual Enrollment students must meet the following criteria:
   * Be a senior during the 2025-2026 school year
   * Have an un-weighted cumulative GPA of 3.00
   * Achieve qualifying test scores on one of the following: PERT, ACT or SAT. For more information and details regarding PERT, please go to:

<http://www.fldoe.org/schools/higher-ed/fl-college-system/common-placement-testing.stml>

* + **The deadline for Dual Enrollment is at the time of Chiles High School course registration in the spring. May 15, 2025 was the deadline for on campus dual enrollment for rising seniors.**

1. **How does a student qualify for off-campus Dual Enrollment?** The deadline has passed for off-campus dual enrollment for both summer and fall terms. The final deadline was May 16th (FSU’s deadline was April 5th ).

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**Last Updated May 2025**