

# Frequently Asked Questions

Department of Guidance & Counseling  
Lawton Chiles High School



## 1. Who is my student's School Counselor?

A-De	Natalie Garner	garnern@leonschools.net
Dh-Je	Sarah Bender	benders@leonschools.net
Jh-Mi	Alice Mathis	mathisa@leonschools.net
Mo-Rod	Natalie Ferrera	ferreran@leonschools.net
Roe-Z	Brigitte Robinson	robinsonb2@leonschools.net

Please contact your student's School Counselor above for any concerns. Email is the most efficient way for contact. However, you may also call the counselor above during regular office hours 7:15am-2:45pm

## 3. How do I sign up for FLVS courses?

The parent needs to send the counselor an email after the student has registered for the class(See the FLVS directions posted under guidance resources)and the parent approves of said course.

## 4. How do I ensure I am on track to graduate ?

You can review your status by looking on your FOCUS account under the GRAD Tab and check with your School Counselor if you have any questions.



## 6. If I am a Senior and have not passed the FAST/ ELA & Algebra EOC what do I do?

Retakes will be in the Fall. We encourage you to take the SAT and/or ACT to earn a concordant score.

## 7. How can I view my academic history?

Through the student's FOCUS account, you can click on GRADES to view all of the student's grade history



## 2. Who is the Guidance Secretary and Registrar?

### Guidance Secretary

Shaila Behara  
beharas@leonschools.net  
Assists with general questions

### Registrar

Kanwal Majid  
majidk@leonschools.net  
Assists with withdrawals, enrollments, and transcripts.

## 5. What if there is an error on my transcript?

Reach out to your School Counselor through email or by appointment to have the issue resolved.

## 8. How do I stay up-to-date with Chiles High School information?

Join Listserv! Log onto the Chiles website homepage to sign up. Follow our social media platforms on Facebook, Instagram, and Twitter.

# Frequently Asked Questions

Continued



## 9. How do I obtain a copy of my official and unofficial transcript ?

### Official Transcript (signed and sealed)

Please contact the school registrar Mrs. Majid (See #2 for information) with your request. Include your name, student number, cell phone number, school to receive a transcript, number of copies, and the following

1. In-State FLORIDA PUBLIC college/university will receive an electronic transcript.
2. Out of state or private college/university, you will need to email your request to Mrs. Majid. You will need to request a hard copy to be picked up in the CHS main office. The student will be responsible for mailing the transcript to the preferred institution.

### Unofficial Transcript

Please email Mrs. Majid (See #2 for information) that you need an unofficial copy of your transcript. See above for the information to be included in the email.

## 12. Where can I find information regarding Bright Futures requirements?

These requirements are available on the Chiles website under the Guidance page. Click on Guidance Links and the requirements per grade level are available. Students may use volunteer OR work hours to meet the service hour requirement. These forms are located under Guidance Resource (volunteers) or in the Guidance office



## 10. Will summer school be offered at Chiles this summer?

Unfortunately, summer school will not be offered. Please see your School Counselor for alternate credit recovery options.

## 11. Does my student have summer homework?

Yes, there is summer reading and math homework. Please check the Chiles website on the first day of summer break.

### Website

<https://www.leonschools.net/chiles>