



Frequently Asked Questions

1. Who is my child's school counselor?

Students are assigned to a school counselor by last name (alphabetically).

A-C	Natalie Garner	garnern@leonschools.net
D-Ha	Kim Brumage	brumagek@leonschools.net
He-Mc	Alice Mathis	mathisa@leonschools.net
Me-Sa	Natalie Ferrera	ferreran@leonschools.net
Sc-Z	Brigitte Robinson	robinsonb2@leonschools.net

Please contact your child's school counselor above for any concerns. **Email is the most efficient way for contact.** However, you may also call the counselor at the school's main line (850) 488-1756.

- 2. Who is the Guidance secretary?** Mrs. Cindy Fisher fisherc@leonschools.net is the guidance secretary. You may contact her for general questions.
- 3. Who is the Registrar?** Mrs. Kim Beaty beatyk@leonschools.net She can assist with transcripts (see #'s 10,11 below) and issues with FOCUS access.
- 4. How do I sign up for a class with FLVS?** Please see FLVS directions posted under Guidance Resources.
- 5. How do I get counselor approval for an FLVS class?** The parent needs to send the counselor an email after the student has registered for the class and state that they approve of said course.
- 6. What if I see an error or something missing on my transcript?** Email your counselor with the specifics.

7. How do I get an unofficial transcript for a scholarship or as an unofficial college document? Through the student's FOCUS account, they can click on "Grades" and print that page as it has all of the student's grade history. This should be enough documentation for unofficial purposes.

8. How do I obtain an official transcript (signed and sealed)? Please contact our school registrar, Mrs. Beaty, via email at beatyk@leonschools.net with your request. **Remember to include your **name, student number, cell phone number,** what **IN STATE** school(s) you'd like them sent to, and your **home mailing address**.

(1) If this is for an in state college/university, then she will first try to send your transcript electronically to your requested institution. If the electronic transfer ability is unavailable, you will need to pick up a hard copy to mail to the college. Mrs. Beaty will email you when ready for pick up

(2) If this is for an out of state or private college/university, then you will pick up a hard copy and will be responsible for mailing it to your preferred institution. Mrs. Beaty will email you when ready for pick-up.