

GUIDANCE AND COUNSELING

Guidance services are available for all students attending Mount Gilead High School. Students are encouraged to make frequent contact with the school counselor regarding academic concerns, personal counseling, large group programs, testing, orientation to school, career guidance, and information about post-high school plans.

Students may see the guidance counselor anytime (preferably during a study hall). Students are welcome to make arrangements for appointments through the secretary if the counselor is out of the office.

TRANSCRIPTS / STUDENT RECORDS

A transcript is a summary of all grades and credits earned while attending high school. Colleges, technical schools and employers usually require that an official transcript be mailed to them before a student can be accepted. The Federal Privacy Laws require that the parent, legal guardian, or student, if 18, sign a permission form before this document can be mailed. Upon request, unofficial transcripts and a student's cumulative file are available to parent, legal guardian, or student, if 18. Requests must be made in writing.

MILITARY

Necessary military visitations will be counted as college visits with permission from parent and verification from recruiter. This will be limited to two during the senior year and one during the junior year.

As required by law, the school is obligated to release directory information on all students to military personnel unless otherwise requested by parent or legal guardian.

WITHDRAWAL FROM SCHOOL

Any student who will be leaving Mount Gilead High School to attend another school must stop in the office and complete the withdrawal procedures. It is necessary that all obligations be cleared and that he/she provides the school with written permission to forward his/her school records to another school or employer. When a student intends to withdraw from school, he/she should bring his/her parents to school on or before the last day of attendance.

STUDENT FEES AND OBLIGATIONS

School fees are set by the Board of Education. **Fees are to be paid when students pick up their schedule for the new school year.** Before a student can graduate, or records can be transferred or released from Mount Gilead High School, all textbooks, equipment, fees, and obligations must be turned in to the appropriate school personnel.