

## Commonly Asked Questions/Things You May Want To Know

**Official Transcripts:** To receive an official transcript, go to the Counseling Center and submit a Request for Transcript form to the secretary. *Your counselor does not get your transcript, the secretary will get it for you.* The secretary will return your official transcript back to you in a sealed envelope within 5 business days. If you would like your transcript mailed directly, make sure that you ***include a self-stamped addressed envelope with your request form.***

**Recommendations:** Recommendations may be written by teachers, counselors, activity sponsors, or community leaders. Most applications will ask for recommendations from specific persons. Students requesting a recommendation must do so in person, must supply the writer with a detailed resume, *and must allow a minimum of ten school days for completion.* Recommendations from counselors will be returned to the student in a sealed envelope.

**Cumulative GPA and Class Rank:** The cumulative GPA covers the time period from grade 9 through grade 11. It is derived from the final grades in all of the courses taken during that time period. The cumulative GPA may be obtained from the student's counselor. PGCPS does not disclose rank. We will supply percentile rank for schools/organization requesting this information.

**Newsletters:** The Scholarship Newsletter and the Senior Newsletters will be distributed monthly to the seniors through their English classes. Also, they will be available in the Career Center and online at the school's website under the Counseling Department. These newsletters contain valuable information for the students and should be read and shared with parents.

**College Representative Visits and College Tours:** Representatives from many colleges will be visiting Gwynn Park during the school year. Please stop by the Career Center to see who has visits scheduled and to sign up. Many local organizations sponsor College Tours. Stop by the Career Center to pick up the brochures/flyers.

**HOMEWORK REQUESTS: Please read below carefully regarding our policy.**

**Note: Teachers have 48 hours (business hours) to prepare work after receiving all homework requests.**

***Illness:*** If your child is home sick for 5 or more days, call Ms. Detoto, Guidance Secretary, to request work from their teachers. You will need to provide a doctor's note to excuse the absence which would then entitle your child to receive the work. Please call back after 2 days to set a time to pick up the work in the Guidance Office. Once the work is completed, return it to Ms. Detoto. The work will be given to each teacher. Any textbook issued to the student with their work must be returned to Ms. Detoto.

***Suspension/Request for Expulsion:*** Contact Ms. Detoto to request work for your child if he/she will be out at least 10 days. Please call back after 2 days to set a time to pick up the collected work (enough for the 2 week period) in the Guidance Office. Once the work is completed, return it to Ms. Detoto. The work will be given to each teacher and additional work is then requested if needed. The same protocol is followed. Any textbook issued to the student with their work must be returned to Ms. Detoto.

**Note: Initial work must be completed and returned to Ms. Detoto before any more work can be requested.**