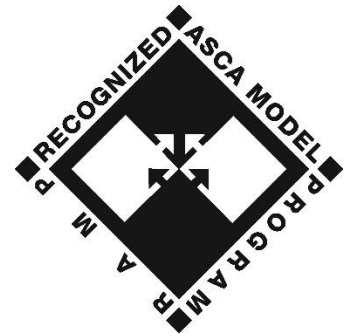


# SCHOOL COUNSELING

## Frequently Asked Questions



1. How do I request a copy of my transcript if I have graduated or withdrawn from Prince William County Schools?
  - Please visit the PWCS Records Center website to obtain the necessary form, fee information, fax number, and address.  
[Former Student Transcript Request](#)
2. How do I set-up a conference with my child's teacher?
  - [Click here to view Forest Park's Parent Teacher Conference protocols](#)
3. How do I know if my student is going to graduate?
  - [Click here to view Graduation requirements.](#)
  - A student's graduation requirements are based on the year s/he first entered 9<sup>th</sup> grade. If you are still unsure of your student's status after reviewing the graduation requirements carefully, you should contact your student's school counselor. S/he will consult your student's records and review your student's current progress.
4. How do I know if my student will be retained or promoted?
  - A student must have a minimum of five (5) credits to be a Sophomore (10<sup>th</sup> grader), eleven (11) credits to be a Junior (11<sup>th</sup> grader), and sixteen (16) credits to be a Senior (12<sup>th</sup> grader).
5. How do I know if my student will need to attend summer school?
  - First, have a conversation directly with the class teacher(s) with whom your student is having difficulty. The teacher is best able to answer questions about what a student needs to do in class to achieve a passing grade, and any communication with the administration or the school counseling dept. will ultimately lead back to you having a conversation with the teacher. After this, you will likely want to speak to the student's school counselor to discuss specifics from your student's records. In a general sense, if the course is required, and the student cannot take the course the following school year, summer school is a consideration if the student fails the course during the school year.

6. How do I request an unofficial transcript?

- Students may download/print their unofficial transcript from StudentVue – click on Course History Tab and then on Unofficial transcript.

7. How do I request an official transcript?

- [Click here to view Forest Park's transcript process.](#)

8. I suspect my student has a learning disability. What do I do?

- When a student is having difficulty, the first best resource is generally the classroom teacher, who can suggest strategies for aiding your student's performance. If no significant progress is observed following the implementation of these strategies, it is appropriate to conference with all of the student's teachers to discuss additional observations and methods of assistance. If there is no significant progress following this intervention, a parent/guardian can approach the student's classroom teacher or school counselor to request referral to the Forest Park High School Intervention Team.

9. What resources are available for my struggling student?

- One of the best resources available to your child is his/her current classroom teacher. Staying after school with teachers for extra help is a critical component of getting back on track. Some students also choose to seek private tutoring outside of school at their own expense.
- [Click here to view Varsity online tutoring available for PWCS students](#)

10. Can I request that my student be placed with a certain teacher?

- No. Unfortunately, such requests cannot be accommodated.

11. My student is a few credits short of earning an Advanced diploma. Can s/he still apply for college?

- Absolutely. Students are strongly encouraged to thoroughly research all options for post-secondary education and apply to attend the college(s) of their choice. Students and parents are encouraged to work closely with their school counselor throughout the process.

12. When is the last day to make a change to my student's schedule for the following year?

- School counselors generally meet with students in February to make class selections for the following school year. From February until the last day of school in June, students can make changes to schedule. After that, no changes can be made.

13. Do classes taken outside of Forest Park High School count?

- Classes taken through Prince William County Public Schools, such as Virtual High School and Summer School count and will be listed on your student's transcript. Most classes taken through Virtual Virginia and dual enrollment with Northern Virginia Community College will count. Be sure to verify with your School Counselor whether your class will count towards graduation before signing up for it.

14. How does my student fulfill their Road and Range portion of Driver's Ed?

- Parents will need to contact private companies to fulfill this portion of Driver's Ed. If you have any questions about Driver's Education Resources, you may contact Mr. Harkness, PE Department, [harkner@pwcs.edu](mailto:harkner@pwcs.edu)