

### **Counseling Department Information**

#### *School Counselors:*

Lauren Bishard	Grades 10-12 (A-F)	<a href="mailto:lauren.bishard@fcps.org">lauren.bishard@fcps.org</a>
Susan Nash	Grades 10-12 (G-M)	<a href="mailto:susan.nash@fcps.org">susan.nash@fcps.org</a>
Nikki Ramsay	Grades 10-12 (N-Z)	<a href="mailto:nikole.ramsay@fcps.org">nikole.ramsay@fcps.org</a>
Shannon Marble	Grade 9 (A-Z)	<a href="mailto:shannon.marble@fcps.org">shannon.marble@fcps.org</a>
Ashley Frushour	Grades 9-12 (ML & Retained students)	<a href="mailto:ashley.frushour@fcps.org">ashley.frushour@fcps.org</a>
Shelby Healey	Grades 9-12 (Pyramid & LFL students)	<a href="mailto:shelby.healey@fcps.org">shelby.healey@fcps.org</a>

#### *Behavioral Support Specialists:*

Hunter Robertshaw	Grades 9-12 (A-Z)	<a href="mailto:hunter.robertshaw@fcps.org">hunter.robertshaw@fcps.org</a>
Shelby Healey	Grades 9-12 (Pyramid students)	<a href="mailto:shelby.healey@fcps.org">shelby.healey@fcps.org</a>

#### *Support Staff:*

Deanna Meyer	Registrar	<a href="mailto:deanna.meyer@fcps.org">deanna.meyer@fcps.org</a>
April Welsh	Secretary	<a href="mailto:april.welsh@fcps.org">april.welsh@fcps.org</a>

### **Counseling Office Communications**

- **New School Phone Number 227-203-3350 opt. 3 for counseling office**
- Website: [https://whs.sites.fcps.org/parents\\_students/counseling\\_center](https://whs.sites.fcps.org/parents_students/counseling_center)
- School Messenger: Sign up here - <https://asp.schoolmessenger.com/fcpss/subscriber>
- Schoology: General reminders for students in all grades will be posted on Schoology in the **WHS Counseling Office** group. Students and parents who want to join can follow these instructions:
  - Click **Groups** at the top of Schoology.
  - Select **My Groups**.
  - Click **Join Group** on the right.
  - Enter the Group Access Code: **KCCM-CPHP-HGP93**
  - Click **JOIN**
- Schoology: Senior class reminders will be posted on Schoology in the **WHS Senior Class of 2026** group. Students in the senior class have been automatically added to this group. Parents who want to join can follow these instructions:
  - Click **Groups** at the top of Schoology.
  - Select **My Groups**.
  - Click **Join Group** on the right.
  - Enter the Group Access Code: **VZCX-P66J-BDJ9B**
  - Click **JOIN**

### **Counseling Office Services**

- *Transcripts* - OFFICIAL transcripts are FREE upon request from current students. Please allow 24 hours' notice for *transcript only* requests; contact Mrs. Meyer in the Counseling Office. There is also no charge if requesting an *electronic transcript* through Xello. *Please allow two weeks processing time* for letters of recommendation. All hard copies of completed correspondence, letters of recommendation, and transcripts are to be picked up from the Counseling Office and must be mailed by the student.
- *Duplicate Diploma Requests* – There is a \$15.00 fee for a duplicate diploma. Checks should be made payable to and mailed to Frederick County Public Schools (191 East Street, Frederick, MD) to the attention of Fanny Clavijo. Include the following information: Full legal name at the time of graduation; school of graduation; year of graduation; current address and phone numbers. Please allow up to 5 weeks for processing.

### **Proof of Residency**

Have you moved? Did you know that whenever you move, you must provide your child's school with a current (within 30 days) proof of residency? This is a Maryland state requirement. Acceptable proof of residency is as follows (only **one** of the following is required):

- **Current Lease/Rental Agreement signed by both the landlord and the biological parent/legal guardian the student is residing with.** If the lease is in the name of someone other than the biological parent/legal guardian, a Parent Residency Affidavit will also have to be completed in the presence of a notary and provided along with the lease. The Parent Residency Affidavit may be found by going to [www.fcps.org](http://www.fcps.org), forms, and Student Services Forms.
- **Current Utility Bill (gas, electric, water/sewer bill) in the name of the biological parent/legal guardian the student is residing with.** If the bill is in a name of someone other than the biological parent/legal guardian, a Parent Residency Affidavit will also have to be completed in the presence of a notary and provided along with the utility bill. The Parent Residency Affidavit may be found by going to [www.fcps.org](http://www.fcps.org), forms, and Student Services Forms.

Please note that we are unable to accept phone, mortgage statements or insurance bills as proof of residency.

### **Enrollment Appointments**

We do **NOT** do walk-in appointments. To begin the process, please go to [www.fcps.org](http://www.fcps.org), Enrolling a Student, and follow the instructions for creating an account. Be prepared to upload the following **mandatory** documents:

- Birth certificate
- Immunization record
- Current proof of residency in the name of a biological parent/legal guardian with which the student resides. Please refer to the Proof of Residency section of this newsletter for acceptable documents.
- Proof of identity for the biological parent/legal guardian
- Custody paperwork signed by a judge of the court, if applicable

You will also need to contact the transferring school to get a copy of the student's transcript, most recent report card, and any applicable IEP/504 accommodation plans. As a biological parent/legal guardian, you have educational rights to this information.

Once you have submitted the enrollment application and bulleted documentation, you will be contacted by our Registrar, Mrs. Meyer, to complete the enrollment process. If there are extenuating circumstances prohibiting you from uploading the mandatory documents, please contact Mrs. Meyer at [deanna.meyer@fcps.org](mailto:deanna.meyer@fcps.org).

### **Moving/Need Transfer Paperwork?**

If your child is transferring to another school and you are in need of a transfer packet from Walkersville High School, please contact Mrs. Meyer at [deanna.meyer@fcps.org](mailto:deanna.meyer@fcps.org) to provide the name of your student and the name of the school to which they will be transferring. Transfer packets may be picked up within 24 **business** hours of your request. You will be asked to show your photo ID at the time of pickup. If someone other than the biological parent/legal guardian will be picking up the packet, you must provide Mrs. Meyer with the name of that person prior to pickup. **Please note that you will be responsible for returning all Walkersville High School materials prior/at the time of pickup.**

### **Transportation**

FCPS provides public transportation to/from a student's **residence** only. Transportation to jobs, social meetings, and other non-school events is a parental responsibility. Students may ride only their assigned bus. Inviting friends home on the bus makes it hard for schools and bus drivers to account for students and can cause bus capacity problems. **In an emergency**, principals may approve a parent's request to allow a child to ride another bus (bus drivers will need a note signed by both students' parents and school administration).

### **Scholarships/Financial Aid**

FCPS provides scholarship and financial aid information as a resource only and does not endorse any sponsor of any particular scholarship program.

Resources:

- Xello
- [www.fastweb.com](http://www.fastweb.com)
- <https://bigfuture.collegeboard.org/scholarship-search>
- <https://studentaid.ed.gov/sa/types/grants-scholarships>
- <http://www.mhec.state.md.us/preparing/Pages/FinancialAid/descriptions.aspx>

### **College Visits**

Would you like to meet with a representative from a college? We have many colleges conducting virtual college visits for WHS students in the afternoons. Seniors and juniors can view the list online through your Xello account and click to sign up. Sign up at least 24 hours before the scheduled visit.

### **NCAA Eligibility Center**

Any student-athlete interested in playing at the Division 1 or 2 level must be determined to be eligible by the NCAA to participate. For eligibility requirements, go to: <https://web3.ncaa.org/ecwr3/>. The student-athlete must log in using his/her NCAA ID or SSN and PIN.

### **Grading Information**

Check out your student's grades online at: <https://www.fcps.org/student-services/schoology>. All students receive a letter at the beginning of the school year stating their respective username and password. Parents who can't remember their username and/or password can contact the Counseling Office. More information on interim and end-of-term dates can be found in your child's FCPS school calendar or at: <https://www.fcps.org/student-services/grades-report-cards>.

### **College Entrance Exams**

Many colleges require a test score on either the SAT or ACT as part of the senior year college application process (although some schools remain test-optional post pandemic). Juniors will be able take the SAT for free, during the school day, in March. Students who elect to re-test will do so independently and at their own expense. The ACT is another option for students wishing to take a college entrance exam. Almost all colleges will accept either score as part of a college application.

### **SAT Information-**

**Register online:** <https://collegereadiness.collegeboard.org/sat/register>

Fee waivers are available for students who receive Free or Reduced Meal prices at WHS – please contact your school counselor for more information before registering for the test.

*SAT Prep:*

- College Board Daily Practice App – <https://collegereadiness.collegeboard.org/sat/practice>
- Khan Academy – <https://www.khanacademy.org/sat>
- SAT Prep Courses at FCC

### **ACT Information –**

**Register online:** <https://www.act.org/>

Fee waivers are available for students who receive Free or Reduced Meal prices at WHS – please see your counselor for more information before registering for the test. Fee waivers may **NOT** be used for late registration deadlines.

*ACT Prep:*

- Online and hard copy test prep materials:  
<http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>