

GSFHS Guidance Office Services

Processing paperwork for:

- New students enrolling in GSFHS
- Students withdrawing from GSFHS and transferring to another school
- Maintenance of student permanent records
- Transcript and school record requests from current and former students

Completing IGP (Individual Graduation Plan) with 9th -12th grade

Helping students plan out course selections to meet high school graduation requirements and college entrance requirements

- Schedule changes
- Helping students register for ATA, AAST, Connect, Early College, Scholar's Academy, PACE classes through HGTC, and any credit recovery or initial credit virtual school classes
- Assisting with summer school registration and HSAP summer program and testing registration for seniors who did not pass HSAP
- Providing information on career exploration and career assessment

Assisting seniors with scholarship applications, college applications, transcripts and counselor evaluation forms, job applications and contacting armed forces recruiters

- Coordinating participation in Ed-Op Day for students to meet with college representatives

Creating scholarship memo each month that is posted on the school website

- Paper copies are available in the guidance office

Helping students register for

- ASVAB, ACT, SAT

Counseling for students referred to guidance office by teachers if students are having problems in class due to personal conflicts or crises

Student referrals to outside agencies if needed

Referrals for and coordination of the following standardized tests:

- COGAT, HSAP, EOC, AP, PLAN, PSAT

Planning and organization of Academic Awards Night to recognize any academic honors and awards high school students have received during the school year

Nominating students for awards and/or registration for:

- Conway Chamber of Commerce Outstanding Senior
- Palmetto Girls and Boys State
- Wendy's High School Heisman Award
- Hugh O'Brian Youth Leadership Program
- President' Education Awards Program
- HTC Reel Kid
- Youth Leadership Award
- Junior Scholar and College Fellows Programs from different colleges
- Prudential Spirit of Community Award
- PLAN Scholars