

MHS Guidance – Frequently Asked Questions

1...Who is my counselor?

If your last name begins with: (A-K): Karen Bosworth or (L-Z): Ruth Ferking

2...How do I see my counselor? If you wish to see your Guidance Counselor, you will need to have your 1st period teacher email a request to meet with the guidance counselors. You will be called as soon as possible.

3...How do parents/guardians schedule conferences with teachers?

Parents/Guardians may schedule conferences with their student's teachers by contacting their student's Guidance Counselor. Due to teaching schedules, conferences are usually scheduled at 2:10pm.

4...How do parents/guardians contact teachers?

You may contact a student's teacher by calling the main office at (863) 701.1104 or you may email them by going to the Staff Directory of this website and clicking on the Email the Teacher link.

5...Can I get my schedule changed and how do I get my schedule changed?

Any schedule changes must be made prior to June 10, 2008 for the 2008-2009 School Year.

6...How do I check my student's attendance?

To view student's attendance, you will first need to complete the application for the Parent Internet Viewer. You may do this by downloading the application here, completing the application and having it notarized, or you may complete the application in the Guidance Office. You will then need to use your student's ID number and your password (which will be emailed to you) to access your student's information. You may check your student's attendance online.

7...Who's responsibility is it for my child to have all requirements needed to graduate high school?

Although Guidance Counselors make every effort to monitor students' graduation status and requirements it is the student's and the parent/guardian responsibility to make sure that all graduation requirements have been met.

8...How do I enroll my student at Mulberry High School?

Prior to registering for classes, students must be enrolled at Mulberry High School. Enrolling a student at MHS means a student must have all enrolling paperwork completed and be activated on the computer system. If your student is "zoned" for MHS, we will be able to enroll them when the following documentation has been provided. Different situations require different information, so please read each category to determine which is appropriate.

****Enrolling Documents for First time students in Polk County PUBLIC schools: 1) Birth certificate 2) School physical (less than 1 year old unless coming from another Florida school in which a previous one will suffice) 3) Current shot records on the Florida Certificate of Immunization "Blue Card" 4) 2 current proofs of residence in the enrolling parent or LEGAL

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guardians name. You must choose 2 different categories out of these 4:a) Voters IDb) A current utility bill (cable, electric, phone, gas - for home use)c) Lease agreement, rent receipt (with name, address, date, and signature on it), mortgage, deed, closing paperwork, FEMA, housing authority, or Joe Tedder, Tax Collector.d) Proof of government benefits such as social security, disability, children and family services, child support lettere) If you are living with a relative or friend and cannot provide your own proofs see the last section of this note below

****Enrolling Documents for Students returning to Polk County PUBLIC Schools: 1) Current shot records on the Florida "blue card" 2) 2 current proofs of residence in the Enrolling parent's or LEGAL guardians' names (see 4 from above for list)

****If you are NOT "zoned" for MHS you must do the following: 1) You must apply for a Transfer (every year!) by stopping at any Polk County Public School and asking for the transfer application. When you complete the application it MUST have the required 2 proofs of residence attached. Send it via US Mail, fax, or hand delivered to the Polk County School Board office in Bartow. Applications will be accepted starting on April 1st. Returning transfer application to the school office may cause a delay. 2) When you receive your letter of Transfer Approval, you may bring it to the MHS Guidance Office to enroll the student. The letter is a substitute for the 2 proofs in the MHS zone. Do this as soon as you receive it. 3) You must also bring in the appropriate enrolling documents listed previously to the MHS Guidance Office. If you cannot provide the 2 proofs of residence in the parents name because the parent is residing with a relative or friend the following must be done each year also:a) An affidavit must be picked up at any school and notarized. This form states you are living in the same household but the relative/friend is the one who must now prove they live in our zone and you are his guest.b) The relative/friend supplies the 2 proofs of residence (see above list)