

# SF Freshman Academy Frequently Asked Questions



1. I need proof of enrollment to get my student's driving permit. Where do I go?
    - a. You can either see Ms. Chelsey in the Freshman Office or Ms. Brown in the Main Counseling area. They will need 24 hour notice.
  2. My student got a job and needs a worker's permit. Who do I talk to?
    - a. Karen Branson takes care of this. She is located in the front of the building next to the Welcome Center. She is Mr. Hayes's secretary.
  3. Who do I call when my student is going to be absent?
    - a. Ms. Chelsey (726-7501). You can leave a message with your student's name if she doesn't answer.
  4. Where do I turn in my medical documentation for doctor's visits?
    - a. Ms. Chelsey. Please bring those in ASAP for documentation purposes
  5. My student is on an IEP/504. Who do I contact for information?
    - a. 504 student-contact your counselor; IEP students are assigned a resource teacher. Start with that teacher first. If you are wanting testing, contact your students counselor OR our school psychologist.
  6. Where do I drop stuff off for my student?
    - a. All items dropped off will be left on the table outside the office. Please let them know the items are there.
  7. How can I change the information in Infinite Campus/Parent Portal
    - a. You will need to contact Manuela Lewis (405) 726-7512 or email [Manuela.lewis@edmodnschools.net](mailto:Manuela.lewis@edmodnschools.net)
  8. How do I schedule a parent conference with teachers?
    - a. Schedule these through your student's counselor.
- For Students**
9. Where do I go when my Chromebook is broken?
    - a. Marti Davis. Her office is located at the end of G Hall.
  10. Who do I talk to about Student IDs?
    - a. Trish Romack. She is located in the Media Center
  11. Where do I go if I need toiletries?
    - a. Ms. Chelsey or your counselor
  12. How do I meet with Ms. Hanson?
    - a. <https://forms.gle/2k3zqy55jdPc4r9G6>
  13. How do I meet with my counselor?
    - a. <https://forms.gle/2k3zqy55jdPc4r9G6>
  14. Can I change my schedule?
    - a. Forms will be available starting August 20<sup>th</sup>. Must be principal approved.
  15. How do I get a locker?
    - a. Request one from Ms. Chelsey/Ms. Hanson

## **Counselors**

A-L Lisa Arsenault

M-Z Megan Cline

School Psych-Mandy Nespeca

