





# Guidance Technician Duties:

- ❖ Registration: enrollment & withdrawal of students
- ❖ Assist Registrar: fax record requests & records received
- ❖ Assist Counselors: screen students to determine nature of situation/resolve or refer to counselor; read transcripts
- ❖ Assist parents & students
- ❖ Classroom/workshop presentations
- ❖ Programs:
  - Credit Recovery: enroll/drop students from Gradpoint; manage and update google sheet of student's progress
  - Home Hospital: input program code according to district policy, coordinate with student services, parents and attendance.
  - Independence Studies: inputs program code, communicates with parents, teachers and attendance
  - College & Career Center: prepares and distributes college, scholarships, vocational training information to students, parents and teachers. Arrangement of speakers and presentations.



# Resources:

## ❖ Parent Request Form

Guidance Department 

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Hello Mrs. COUNSELOR NAME,

The parent of STUDENT'S NAME came into our office today requesting that you speak to student. They have reviewed their student's grade and would like to partner with you to support their student.

Can you please call Mr./ Mrs. PARENT  
ABCDEF@GMAIL.COM.

Thank you for your support and commitment to our students.

NAME OF GUIDANCE TECHNICIAN  
Counseling Department

wanting to schedule a meeting with you  
requesting that you speak to student  
stating student will be out due to an emergency  
concerned about the students grades in your class  
asking if make up test(s) are available.

# Resources:

## ❖ Monthly Newsletter



## COYOTE COUNSELING

September 2018

*Greetings Coyotes!*

*Welcome to the 2018-2019 school year at Orange Vista High School. It is with great pleasure to introduce the Coyote Guidance Department newsletter. As a department we strive to promote developmentally appropriate social, emotional, academic, and career growth for all of our students. Each counselor is committed to helping promote positive culture and helping our students achieve. We work to build positive relationships between students, parents, and teachers to help students become respectful and responsible individuals.*

*In this issue you will find upcoming event dates and counselor assignments. We are excited to communicate with you through the newsletter.*

*Have a great School Year,*

*OVHS Guidance*

**COYOTES... MAKE YOUR MARK!**

### Upcoming Events

- SEP 25: Washington University Presentation
- SEP 27: Dominican University Presentation
- SEP 29: College Kickoff: District Office

### COMMUNITY SERVICES HOURS

All students must complete 40 hours of community service in order to complete with graduation

# Resources:

## ❖ Staff Contact List

Welcome to Orange Vista High School! The following are your student's teachers. You may contact them by phone, at 951.490.4660 and their extension, or by email.

TEACHER	EXTENSION	EMAIL
Aniol, Dara N.	33538	daniol@valverde.edu
Arreola, Jessica I.	33635	jarreola@valverde.edu
Berrelleza, Terri L.	33549	tberrelleza@valverde.edu
Bowen, Wendy	33641	WBowen@valverde.edu
Boyd, Joshua	33407	jboyd@valverde.edu
Brown, Carlye	33507	cbrown@valverde.edu
Bryant, Mercedes N.	33610	mbryant@valverde.edu
Carr, Bryan	33646	bcarr@valverde.edu
Ceja, Paulina	33631	pceja@valverde.edu
Clemente, Alfonso	33633	aclemente@valverde.edu
Conklin, Jonathan W.	33537	jconklin@valverde.edu
Cralle, Christine R.	33548	ccralle@valverde.edu
Davis, Elbert	33090	edavis@valverde.edu
De Lacy, Hannah	33512	hdelacy@valverde.edu
Dornback, Chelsie M.	33514	cdornback@valverde.edu
Douhan, LeAnn I.	33502	ldouhan@valverde.edu
Downey, Stephanie	33608	sdowney@valverde.edu

# Resources:

## ◆ Sign-in Sheet

	A	B	C	D	E	F	G	H
1	Student ID	Last Name	First Name	Grade	Birthdate	Time	Date	
2	2000456123	DOE	JOHN	9	MM/DD/YYYY	10:58 AM	9/18/2018	
3		#N/A	#N/A	#N/A	#N/A			
4		#N/A	#N/A	#N/A	#N/A			
5		#N/A	#N/A	#N/A	#N/A			
6		#N/A	#N/A	#N/A	#N/A			
7		#N/A	#N/A	#N/A	#N/A			
8		#N/A	#N/A	#N/A	#N/A			
9		#N/A	#N/A	#N/A	#N/A			
10		#N/A	#N/A	#N/A	#N/A			
11		#N/A	#N/A	#N/A	#N/A			
12		#N/A	#N/A	#N/A	#N/A			
13		#N/A	#N/A	#N/A	#N/A			
14		#N/A	#N/A	#N/A	#N/A			
15		#N/A	#N/A	#N/A	#N/A			
16		#N/A	#N/A	#N/A	#N/A			
17		#N/A	#N/A	#N/A	#N/A			
18		#N/A	#N/A	#N/A	#N/A			
19		#N/A	#N/A	#N/A	#N/A			
20		#N/A	#N/A	#N/A	#N/A			
21		#N/A	#N/A	#N/A	#N/A			
22		#N/A	#N/A	#N/A	#N/A			
23		#N/A	#N/A	#N/A	#N/A			
24		#N/A	#N/A	#N/A	#N/A			
25		#N/A	#N/A	#N/A	#N/A			
26		#N/A	#N/A	#N/A	#N/A			
27		#N/A	#N/A	#N/A	#N/A			
28		#N/A	#N/A	#N/A	#N/A			
29		#N/A	#N/A	#N/A	#N/A			
30		#N/A	#N/A	#N/A	#N/A			
31		#N/A	#N/A	#N/A	#N/A			
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36		#N/A	#N/A	#N/A	#N/A			
37		#N/A	#N/A	#N/A	#N/A			
38		#N/A	#N/A	#N/A	#N/A			
39		#N/A	#N/A	#N/A	#N/A			
40		#N/A	#N/A	#N/A	#N/A			
41		#N/A	#N/A	#N/A	#N/A			
42		#N/A	#N/A	#N/A	#N/A			
43		#N/A	#N/A	#N/A	#N/A			
44		#N/A	#N/A	#N/A	#N/A			
45		#N/A	#N/A	#N/A	#N/A			
46		#N/A	#N/A	#N/A	#N/A			