Frequently Asked Questions (Counseling Services and Beyond)

- **24/7 Counseling Support** - Text Hello to 741741
- **Changes in Contact Information** - If you have moved addresses or have a new phone number, please email your information to our Registrar, Rebecca Perez at Rebecca_A_Perez@mcpsmd.org.
- **Counselor Caseloads** - Counseling caseloads will remain the same for the 2022-23 school year. All students in grades 9-12 are assigned a counselor according to the student's last name. Students who receive ESOL services or are in discrete special education programs (Extensions, LFI, and SCB) may be assigned to counselors different from the regular alphabetical caseload breakdown. Please see the table below for counselor assignments.

Counselor	Caseload
Ms. Reina Fuentes	A - Bl & EML Students 1-4 A - Ged
Mr. Auguste Pykosh	Bo - En
Mr. John Edwards	Eo - Je
Mrs. Patricia Azcuna	Jh - Mans & EML Students 1-4 Gee - Pas
Ms. Erica Trainor (formerly Ramos)	Mant - Mul & EML Students 1-4 Pat - Z
Ms. Ashley Haddad	Mum - Rom
Ms. Kellie Spivak	Ron - V
Ms. Anne Fletcher	W - Z & Extensions, LFI & SCB Students

- **Diplomas** - If you need to pick up your diploma, please call our counseling office at 240-740-2710.
- **Dual Enrollment at Montgomery College** - If you have questions about dual enrollment, please contact our Dual Enrollment Program Administrator, Maripat Johnston at 240-740-2722 or Maripat_Moloney-Johnston@mcpsmd.org.
- **Enrollments** - Albert Einstein High School is part of the Down County Consortium (DCC). In order to enroll at Einstein, families must go through the Division of Consortia Choice and Application Program Services (DCCAPS).
  - The online process for enrollment starts at the link below. That is the first step in the process of registering and enrolling your student into MCPS. Once the form is submitted, you will be directed to the DCCAPS team to complete the Choice process and be assigned a school. https://bit.ly/MCPS_Registration_Survey
  - Please email DCCAPS@mcpsmd.org with any questions. Please allow 24-36 hours for a response.
  - Once you have completed the process through DCCAPS **and been assigned to Einstein**, please complete our enrollment form, linked here. This form will automatically send an email to our Registrar, Rebecca Perez. If you do not hear from us within 2 business days, please contact Ms. Perez at 240-740-2710 or Rebecca_A_Perez@mcpsmd.org
- **Fall Athletics** - Most fall sports will begin tryouts on August 10th.

- The schedule for Fall sports tryouts is linked below and will be updated as more information is finalized. https://einsteinathletics.org/2022/06/13/fall-try-out-schedule/
- General information about Einstein athletics can be found here: https://einsteinathletics.org/
- **Grade Level Administrators for the 2022-23 School Year** - Please see below for grade level administrator assignments.
  - 9th Grade - Ms. Alyson Gordon - Alyson_L_Gordon@mcpsmd.org
  - 10th Grade - Dr. Cynthia Webb - Cynthia_M_Webb@mcpsmd.org
  - 11th Grade - Ms. Betty PierreSaint-Walla - Betty_PierreSaint-Walla@mcpsmd.org
  - 12th Grade - Mr. Delmer Padgett - Delmer_Padgett@mcpsmd.org
- **Mental Health Resources** - https://www.montgomeryschoolsmd.org/departments/studentservices/mentalhealth/default.aspx?id=333014
- **New Student Orientation** - Budget pending, our New Student Orientation will be on Thursday, August 25th from 7:45 a.m - 11:45 a.m. More information will be sent to families in mid-August.
- **Naviance** - If you need assistance with your Naviance account, please contact our Counseling Secretary, Cheryl Malner at 240-740-2710 or Cheryl_A_Malner@mcpsmd.org
- **Report Cards/Grades** -
  - Final 2021-22 report cards will be posted to your Synergy account on Friday, June 24th and mailed to students' home addresses on Monday, June 27th.
  - If you have questions or concerns about a grade or grades you received, please contact your teacher(s). Many teachers don't check their email over the summer, so you may need to wait for a reply.
- **Rising Senior Meetings/Workshops** -
  - Counselors meet with all rising seniors on their caseload. If you are a rising senior (Class of 2023) and have not yet met with your counselor, please contact him/her as soon as possible.
  - General Information and links related to the college application process can be found in the middle of the page, on the right side, of our counseling website, linked here: https://www2.montgomeryschoolsmd.org/schools/einsteinhs/counseling/
  - Information about summer college workshops can be found at this link: https://docs.google.com/document/d/1j5cuSOPi-d3duNUsODsHO8LU3wBUlzhYt8eY8f5oFQM/edit?usp=sharing. The shared document will be added to and changed as needed. Please check it frequently. If you have questions related to these workshops or college and career in general, please contact our College and Career Information Coordinator, Maripat Johnston at 240-740-2722 or Maripat_Moloney-Johnston@mcpsmd.org.
- **Schedules and Schedule Changes** -
  - There are limited circumstances under which counselors are able to make changes to a student's schedule. Please contact your counselor directly via email or phone to discuss your schedule with him/her.
  - Schedules will be available to students in their Synergy accounts, in August, prior to the start of school. Currently in Synergy, you are able to see the classes in which you are registered for the 2022-23 school year.
- **Summer Hours** - From June 22-August 19, our office days/hours are 8:00 a.m. - 2:00 p.m., Monday through Friday. There will be no one working in the counseling office on **July 4th** and **August 10th**.
- **Summer School** -
  - Local Summer School at Einstein - Enrollment is closed for our local, Einstein summer school program. If you have questions, please contact our summer school lead, Kate King at 240-740-2700 or Kathryn_L_King@mcpsmd.org

- ○ MCPS Central High School Summer Program (CHSSP) - Registration for session 1 is closed. Registration for session 2 will close on June 27th at 11:59 p.m. Answers to most questions regarding CHSSP can be found at the website linked here: https://www.montgomeryschoolsmd.org/departments/extendedhours/summerschool/
  - ○ If you are enrolled in CHSSP, you will receive information pertaining to your class by June 24th for session 1 and July 15th for session 2.
- **Transcripts** - Current high school students can access their transcripts through StudentVue, under "Documents". Please note these transcripts were created during the 2021-22 school year and **will not have your most recent semester grades**.
  - ○ For students in the Class of 2022 - Final Senior Transcripts will be available at the end of June. The week of July 11th, your final transcript will be sent by our office to the college/university you told Ms. Malner you would be attending. Even if they ask you for them sooner, schools are aware that our transcripts are NOT available until mid-July.
  - ○ Rising Seniors (Class of 2023) - to request transcripts and have schools you are applying to added to your Naviance account, please use our transcript request form, linked here: https://forms.gle/ioUHbZHoPdQRmSkDA
  - ○ Students who graduated prior to 2022, should call our Counseling Secretary, Cheryl Malner at 240-740-2710 or email her at Cheryl_A_Malner@mcpsmd.org.
- **Withdrawals** - If you need to withdraw your child from Einstein, please complete our withdrawal form, linked here. This form will automatically send an email to our Registrar, Rebecca Perez. If you do not hear from us within 2 business days, please contact Ms. Perez at 240-740-2710 or Rebecca_A_Perez@mcpsmd.org.
- **Student Service Learning (SSL) Hours** - In addition to the information below, if you have questions about the SSL program or Hours, during the summer, please email the MCPS SSL office at SSL@mcpsmd.org.

Please see important information about the **MCPS SSL program** below:

Nonprofit-Hosted SSL Opportunities *MCPS SSL organizations and opportunities are tagged with the blue MCPS SSL banner and graduation cap icon on the Montgomery County Volunteer Center (MCVC) website* ***Many nonprofit-hosted in-person and virtual/remote SSL opportunities have already been posted for the summer!***	**All opportunities (including in-person):** https://bit.ly/SSLOpportunities **Virtual/remote opportunities:** https://bit.ly/VirtualSSL2020 For additional tips on how to **search for opportunities**, please go to https://bit.ly/SSLSearchTips

MCPS SSL Guidelines for Virtual/Remote Service *Students may continue to earn SSL hours for select virtual/remote service completed from home under the sponsorship of an approved nonprofit organization or MCPS staff member.* ***To continue offering an array of SSL opportunities to students, MCPS will continue to allow nonprofit organizations and schools to host virtual/remote SSL opportunities for students beyond the 2021-2022 school year and moving forward.***	To view the **MCPS SSL guidelines for virtual/remote service**, please visit https://bit.ly/VirtualSSLGuidelines. Students may also continue to earn SSL hours for **traditional in-person opportunities under direct supervision of a nonprofit representative or MCPS staff member in a public space.**
MCPS Form 560-51: ***SSL Activity Verification Form*** *Used to verify and document SSL hours after service is completed* *Student and supervisor must complete the form*	**SSL Activity Verification Forms** (https://bit.ly/SSLReflection) for service completed **after June 1, 2022**, should be turned into your school's SSL coordinator when schools resume in the fall. *Please note that after the 2021-2022 school year, SSL forms will no longer be accepted for service completed prior to June 1, 2022.*
MCPS Form 560-50: ***Individual SSL Request Form*** *Used to obtain pre-approval prior to service with a nonprofit organization not listed on the Montgomery County Volunteer Center (MCVC) website*	To request **pre-approval for service to be completed during the summer,** please complete and submit https://bit.ly/SSLPreApproval to SSL@mcpsmd.org
Student SSL Records on Student/ParentVUE *Step-by-step directions for viewing a student's full SSL record*	**Step-by-step directions** may be found at https://bit.ly/SSLonVUE

MCPS SSL Program Overview *Complete overview of SSL requirements, guidelines, process, awards, and forms*	**MCPS SSL Program Overview** may be found at https://bit.ly/SSLOverview2020
MCPS SSL Hub for Students *Find SSL forms, translated resources, SSL guidelines, and much more!*	Check out **SSL forms, resources, and guidelines** at https://bit.ly/SSLHubMCPS