

# Samuel Wolfson School for Advanced Studies - Guidance Team

Ms. Janetta Jones, Assistant Principal of Curriculum  
Ms. Jana Jolly, School Counselor (A-L)  
Ms. Nancy Salgado-Martinez, School Counselor (M-Z)

Ms. Denise Starn, Data Entry Clerk  
Ms. Jane Courtney Davis, College Liaison  
Ms. Meredith Lovett, Attendance Clerk



## Who do I contact?



*Questions regarding Grades?*  
Email Teachers directly

*Questions regarding Scheduling?*  
Email Ms. Jones at LucasJ@duvalschools.org

*Questions regarding ESE/IEP?*  
Email Ms. Hood at HoodK1@duvalschools.org or Ms. Devoe at DevoeS@duvalschools.org

*Questions regarding Lockers? Records? Seniors/Class of 2024?*  
Email Ms. Starn at StarnD@duvalschools.org

*Questions regarding International Baccalaureate?*  
Email Ms. Benga at FarwellB@duvalschools.org

*Questions regarding Colleges and/or Scholarships?*  
Email Ms. Davis at DavisJ19@duvalschools.org

*Questions regarding Attendance/absences?*  
Email Ms. Lovett at LovettM@duvalschools.org

*Questions regarding Mental Health, Section 504, Graduation Requirements?*  
Email Ms. Jolly (A-L) at JollyJ@duvalschools.org or  
Ms. Salgado-Martinez (M-Z) at Salgado-MartinezN@duvalschools.org

*Not sure who to ask?*  
Email Ms. Jones at LucasJ@duvalschools.org

***Please note: The best, fastest way to a response is through the above email contacts and/or virtual appointments via TEAMS.***

## Schedules



Once you receive your schedule, check for the following:

- All 4 core academic classes (*i.e. you have English, Math, Science, Social Studies*)
- No Duplicate classes (*i.e. English twice*) or Missing classes (*i.e. no class/blank for 2<sup>nd</sup> period*)
- No Classes you have already taken/passed (*i.e. you can only take HOPE once*)
- No Classes for which you are not eligible (*i.e. AP ENG COMP when you are a Freshman*)

If all of your classes are correct but you want to request a schedule change (you want a different Science, you're placed in Chorus but you should have Band), then you will need to submit a Schedule Change Request online at

<https://forms.office.com/Pages/ResponsePage.aspx?id=TR3rjaTQBE2JrvCHbLqp-ww1LFcvqy9NuDHu2h7skIhUNTg4RkFKSjQxVIBKODRLMUZLSDZENDA3Qi4u>

The DEADLINE to submit requests will end on **Friday, August 11, 2023**. Requests are first come, first serve (so don't wait). Note: You are NOT guaranteed a schedule change – some schedules are just not able to change.

***"For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack" - Rudyard Kipling***