




Who's Who at W-L - Who to contact when you need assistance.

Please use this resource to identify the person who will best be able to assist with your question or concern.

	Name/Title and Contact	In my role at WL, I can help you with....
	<p>Carmen Mejia Administrative Assistant to the Principal</p> <p>carmen.mejia@apsva.us</p>	<ul style="list-style-type: none"> ● Schedule meetings to meet with principal ● Student of the semester ● Award Ceremony
	<p>Jenny Hernandez Administrative Assistant to the Assistant Principals (9th, 11th)</p> <p>jennifer.hernandez@apsva.us</p>	<ul style="list-style-type: none"> ● Communication and scheduling for Assistant Principals - 10th/12th ● Saturday School Alternative Program - 10th/12th ● Locks/lockers ● Graduation ● Obligations List
	<p>Traci Garner Administrative Assistant to the Assistant Principals (10th, 12th)</p> <p>traci.garner@apsva.us</p>	<ul style="list-style-type: none"> ● Communication and scheduling for Assistant Principals - 9th/11th ● Saturday School Alternative Program- 9th/11th ● Locks/lockers ● Graduation ● Obligation List



Shirley Ormeno



Courtney Pratt

shirley.ormeno@apsva.us
country.pratt@apsva.us

Main Office Staff

- General school Information
- Elevator Keys
- Class Dues
- Free/ Reduced Lunch Forms
- Visitor Intake



Monica Campoverde
Attendance office Admin Assistant

monica.campoverde@apsva.us

- Attendance issues:
washlee.attendance@gmail.com
- Sign students in/out daily
- Answer phone calls and messages for absences, late arrivals & early dismissals
- Help parents translating/ take phone calls (Spanish)



Diana J Velasquez
IB Administrative Assistant

diana.velasquez@apsva.us

- IB Diploma Program questions
- Help parents translating/ take phone calls (Spanish)
- Attendance
- IB exam information
- Generals Rest form



Genevie Herrera
Administrative Assistance to the Office of
Special Education

genevie.herrera@apsva.us

- Organizes meetings for SPED including: Child Study, Reevaluation Planning Meetings and Reevaluation Meetings
- Assigns Case Carriers to SPED students
- Assists with College Board for students with accommodations for PSAT, AP and SAT exams



Debbie Germosen-Hill
Registrar

debbie.germosen@apsva.us

- Register new students
- Responsible for maintaining student records
- Process student enrollment, transfers, and withdrawals.
- Process transcripts for current and former students
- Graduation



Cindy Reyes
Assistant Registrar/SOL Support

cindy.reyes@apsva.us

- Register new students
- Responsible for maintaining student records
- Process student enrollment, transfers, and withdrawals.
- Process transcripts for current and former students
- Graduation
- SOL Support during testing window



Ashlee Doleno
Administrative Assistance to the Counseling Office

ashlee.doleno@apsva.us

- Counseling Office - general questions
- Student grade changes



Yesenia Ramirez
Administrative Assistance to the Counseling Office

yesenia.ramirez@apsva.us

- General Counseling Office questions
- 504
- IAT



Gracie Taylor
Accounts Clerk/ Treasurer

gracie.taylor@apsva.us

- Senior Parking passes
- Deposits
- Tax exempt forms



Karen Weaver
Administrative Assistant for the Office of Student Activities

karen.weaver@apsva.us

- Communication and scheduling for Director of Student Activities
- Clubs/Activities/Athletics - general questions
- Activities/Athletics - Transportation
- Sports Banquets, Senior Nights, Awards
- VHSL Clearance and Physical form
- Fundraising coordination
- Coaches certifications/contracts



Monica Larrieu-
Attendance Specialist

monica.larrieu@apsva.us


- Monitors Attendance
- Attendance Plans



Liz Burgos
Resource Teacher for the Gifted
IB CAS Coordinator

elizabeth.burgos@apsva.us

- Cognitive Coach for teachers and students
- Collaborates and shares with teachers the responsibility of differentiation for gifted students to implement creative & critical thinking strategies
- Works with students to identify APS enrichment opportunities to include applications to VDOE Summer Residential Governor's School programs
- Administrates the gifted referral & identification process to ensure equitable representation
- Communicates with students and parents about Gifted Services
- Coordinates the IB Creativity, Activity, and Service program for full IB Candidates

	<p>Mr. James Sample Equity and Excellence Coordinator</p> <p>james.sample@apsva.us</p>	<ul style="list-style-type: none">● Creates an equitable, safe, and inclusive environment for students, families, and staff.● Advances academic achievement for targeted students.● Facilitates equitable access and remedies opportunity gaps for Black and Latino students, as well as those from other historically and institutionally marginalized communities.● Provides support in coordinating services and programs for targeted students to meet high academic standards and achieve success.
 A head-and-shoulders portrait of Jimmy Carrasquillo, a man with short grey hair, wearing a dark blue polo shirt with a small red logo on the chest. He is looking directly at the camera with a neutral expression against a light blue background.	<p>Jimmy Carrasquillo Bilingual Family Liaison</p> <p>jimmy.carrasquillo@apsva.us</p>	<ul style="list-style-type: none">● Sponsor for Hispanic Parent Committee● Spanish interpretation for meetings.● Phone calls to Spanish speaking homes● Varsity Soccer Head Coach● Intervention and prevention counseling (EL)

	<p>David Hernandez Bilingual Family Liaison david.hernandez@apsva.us</p>	<ul style="list-style-type: none"> • Facilitates home communication (phone) to bilingual families • Mentor to bilingual students (encouragement via cultural expression)Handles Interpretations (Spanish) for SPED • Coordinates Hispanic Heritage Month & Heritage, Assemblies
	<p>Kiesha Sumlin Instructional Technology Coordinator kiesha.sumlin@apsva.us witechhelp@apsva.us</p>	<ul style="list-style-type: none"> • Instructional technology assistance and student services • Student laptop distribution • Tech support guide: https://www.apsva.us/school-year-2020-21/technical-support/ • Family Technology Call Center - 703-228-2570
	<p>Jimmy Sterns Facilities Manager james.sterns@apsva.us</p>	<ul style="list-style-type: none"> • Facility coordinator • Building maintenance • Building use



Ms. Elysse Catino
College and Career Counselor

elysse.catino@apsva.us



- Guides students as they pursue their post-secondary goals (ie. college, gap year, military, workforce).
- Provides classroom lessons using Naviance (some topics: strengths finder, career clusters, college research and applications).
- Leads small group sessions for students on the college application process.
- Meets with students and families on an individual basis.
- Facilitates college visits and workshops
- Coordinates the Senior Experience program.



Ms. Maria Luisa Ceballos
Substance Abuse Counselor

maria.ceballos@apsva.us

- Provides prevention and early intervention school programs
- Collaborates with families and the community
- Promotes and fosters protective factors in student's lives, so students may access their education and prepare to embark on their future endeavors
- Adheres to national ethical standards and counselor federal confidentiality codes

	<p>Ms. Kalki Taye- RN, School Nurse Ms. Jamila Ibrahim-Clinic Aide</p> <p>Clinic Staff</p> <p>jibrahim@arlingtonva.us ktaye@arlingtonva.us</p>	
	<p>Ms. Rahmore Wardere Testing Coordinator</p> <p>rahmore.wardere@apsva.us</p>	<ul style="list-style-type: none">● Coordinates Standards of Learning (SOL) tests and WIDA Access testing for English Learners● Assistance for other testing, such as WISE and PSATs
	<p>Counseling Department</p>	<p>Meet your child's school counselor here: https://wl.apsva.us/office-of-counseling-services/meet-your-counseling-staff/</p> <p>Follow us on Twitter @WLHSCounseling</p> <ul style="list-style-type: none">● Supports all students in the areas of academic, personal/social, and career development.● collaboratively works with families to address the individual needs of students● Conducts academic and career planning sessions with students● Builds relationships with students individually, in small groups and through classroom guidance lessons.● Parents/guardians are encouraged to meet with the school counselor if they have concerns about their student

