April 2024

Dear New Students and Families:

Welcome to Madeira once again, this time from the Academic Office!

Our first job together is to create an appropriate academic program for your student for the 2024-2025 school year. Let's get to it!

1. **Course Descriptions:** Read the course descriptions so you have a sense of the scope and sequence of our academic program. Course descriptions are available in our Course Catalog.
2. **Log-in Information:** Students will receive an email to their Madeira account from the Department of Technology about their Student Portal and Canvas account information. Students are required to log into their Madeira email and into their Student Portal to access New Student forms. Students are required to log into their Canvas account prior to taking the placement test. If your student has questions about logging into her accounts, she should contact the Department of Technology at helpdesk@madeira.org.
3. **Course Registration Forms:** All the registration forms can be found in your student portal. Click on the Resources tab. You will see a tile called New Snails Forms. You and your student complete the form for her grade (Class of '28, Class of '27, or Class of '26 and International Students in the ISE program have a specific form for them) **AND** the D block form. These are all online forms. If this is confusing for you, we can complete the forms in our virtual meeting.
4. **Placement tests:** If your student thinks she may be eligible for a math, French, Latin, or Spanish class beyond the first level, she must take a related placement test between **Wednesday, May 1 and Wednesday, May 8**. During those dates, placement tests will be available online via Canvas, a digital learning platform. Your student accesses the Placement Tests here: https://madeira.instructure.com/courses/1508 using her Madeira log in. You will receive an error message if you try to access this page prior to the testing dates. The tests will go live on Wednesday, May 1. If your student has questions about the placement test, please contact the Academic Office at courseregistration@madeira.org.

Your assignment:

1. Give the records release form (found in your student's portal under the Resource tile) to your daughter's current school. She cannot start her classes here unless we have the 2023-2024 official transcript.
2. Peruse the course registration information on the web site. Think about which courses your daughter will enroll in for 2024-2025.
3. Complete the online Course Registration form (either Class of '28, '27, '26, or for Student in ISE program) and a D block form found in your student's portal under the

Resource board.

4. Ensure your student has her log-in information from Madeira's Department of Technology and that she knows how to log in to Canvas and her portal.
5. Students who believe they may be eligible for classes in language or math beyond the first level, take our placement tests **online May 1-May 8** on Canvas.
6. Students should expect an email from me to set up an individual virtual 30-minute meeting. The meeting will not be sooner than about two weeks after she has completed her placement tests.

Upcoming:

Individual Virtual Course Registration Meeting: Students and families will have individual virtual course registration meetings with me. I look forward to meeting with each new student. Meetings last around 20-30 minutes and will begin a couple of weeks after the placement test.

Receiving your schedule: Your daughter's schedule for the 2024-2025 school year will be posted on her Student Portal this summer, likely by early July. I will alert her when these schedules are posted. Please make sure to have your student keep an eye on her Madeira email throughout the summer.

Completing summer reading and summer work: Some courses have summer reading or work. To access the summer work assignments, go to the 2024-2025 Summer Work Canvas Page, which will be **active mid-May**. This is best accessed through the Student portal under the Resource Board, click Canvas. Students will need to log in to their Madeira account to view this content. The Summer Work Canvas page also has a tab for Textbooks and Supply Lists. If you do not see summer work listed for a particular course, there is no summer work for that course. Please confirm your schedule before starting any course summer reading or work. Remember, summer work will not be accessible until the second half of May.

Ordering course textbooks: Madeira partners with [Follet Virtual Campus](#) for textbook purchasing. Information about how and where to purchase textbooks online will be available in early July in the 2024-2025 Summer Work Teams page, under Class Notebook. Click on the books icon and select the Textbooks tab. Many World Language textbooks are not available on Follett. Please see the Summer Work Canvas page under the textbook tab to order the correct language text.

We look forward to working with you through this process – and beyond! We know you will have lots of questions. As you and your daughter peruse the information on the web site, make a list of your questions, and in our meeting we will go through each. I am here to help!

Sincerely,

M.A. Mahoney
Academic Dean