



World Languages Summer Work Contract 2016 – 2017

DIRECTIONS: If you are required to do extra work before moving to the next level or if you are opting to accelerate by doing summer work in World Languages, complete this form, get the required signatures and turn it in with your course registration materials by **Monday, April 18**.

Placement tests, summer work, transcripts, etc. for summer work are due in the Academic Office by August 15. Course changes will not be made if work is received or completed after that date.

Student Name: _____

Course for Fall '16 for which you are currently eligible: _____

Desired Course Placement for Fall '16: _____

To be completed by Ms. Keilhauer, Language Department Head

Student must take this form to Ms. Keilhauer, discuss it with her, and ask her to complete the information in the box.

Requirements for Desired Placement:

- Progress report from tutor.
- Official summer school transcript with a required grade of _____ or better.
- Course Description/Course Outline from summer course.
- Completion of Madeira Placement Test with a required grade of _____ or better.
Course placement will not be confirmed until placement test grade is determined.

The summer work listed below is required to take the desired course next fall:

Student's signature: _____

Parent's signature: _____

Ms. Keilhauer's signature: _____

Academic Office: _____

Placement Test Date: _____