

MADEIRA

FORMS AND INFORMATION CHECKLIST

This checklist is intended for new families, so that you will know what to expect during the registration process. All letters and forms will be archived online for your reference at www.madeira.org/newgirls.

MAY 2017

COMMUNICATION	FROM	INCLUDED MATERIALS
<input type="checkbox"/> Setting Up Madeira Email and Office 365	Director of Information & Innovation, Jeff Dayton	<ul style="list-style-type: none">• To Student: Step 1: Setting up Madeira email & Office 365
<input type="checkbox"/> Email with PowerSchool Learning (Haiku) Account Instructions	Director of Information & Innovation, Jeff Dayton	<ul style="list-style-type: none">• To Student: Step 2: How to access PowerSchool Learning (Haiku) How to set up Madeira email on mobile devices
<input type="checkbox"/> Student's My Backpack Account Setup	Director of Information & Innovation, Jeff Dayton	<ul style="list-style-type: none">• To Student: Step 3: How to setup your MyBackPack account
<input type="checkbox"/> Parent My Backpack Account Setup	Director of Information & Innovation, Jeff Dayton	<ul style="list-style-type: none">• To Parent: Step 4: How to setup your MyBackPack account
<input type="checkbox"/> Dean of Students Welcome & Required Forms	Dean of Students, Kim Newsome	<ul style="list-style-type: none">• Welcome letter• Arrival plans form• Day & boarding student permission form• Guardian agreement form• Parent & Day student vehicle registration• Roommate survey• Photo upload instructions• Transportation sign-up
<input type="checkbox"/> Course Registration and Academic Information	Academic Dean, MA Mahoney	<ul style="list-style-type: none">• Cover letter• Student & family information form
<input type="checkbox"/> Academic Registration Materials Online at www.madeira.org/newgirls	Academic Office	<ul style="list-style-type: none">• Course list• Four-year plan• Course registration form• D Block options and registration form• International student information sheet• New 10th & 11th grader information sheet• Rider information form• Summer Academic Programs

*Hard Packed to US families
*Email to International families

MAY 2017 *continued*

<input type="checkbox"/>	Placement Tests Available	Academic Office	<ul style="list-style-type: none">• Placement tests available on PowerSchool Learning (Haiku)
<input type="checkbox"/>	Health & Wellness Forms	Health and Wellness Center	<ul style="list-style-type: none">• To Parent: Access to health forms on Magnus and directions
<input type="checkbox"/>	Transportation & Financial Info	Rachel Minchew, Director of Auxillary Programs	<ul style="list-style-type: none">• Confirmation of bus routes, carpool info, Bookstore - debit/payment instructions, explanation of how to access cash on campus, Understanding Tuition Insurance, signing up for a bank account
<input type="checkbox"/>	Preseason and Tryouts, Interest Forms	Director of Athletics, Katie LaRue	<ul style="list-style-type: none">• Preseason Information and Summer Training
<input type="checkbox"/>	Fall Play Auditions Information	Director of Theatre and Film, Krista Cowan	<ul style="list-style-type: none">• Madeira's Fall Play and Audition Schedule

JUNE 2017

<input type="checkbox"/>	Message to Boarding Students	Director of Residential Life, Hunter Southworth	<ul style="list-style-type: none">• Advice to boarding students and packing list
<input type="checkbox"/>	Message to Day Students	Assistant Dean of Students for Student Activities, Jenny Walton	<ul style="list-style-type: none">• Advice on getting involved in campus life

JULY 2017

<input type="checkbox"/>	Reminder: Photo Upload/ Emergency Alert sign-up	Karen Joostema, Director of Communications and Marketing	<ul style="list-style-type: none">• Reminder: Upload Your Photo (student photos only for the community directory & sign-up for Emergency Alerts)
<input type="checkbox"/>	Book and Supply List	Academic Office	<ul style="list-style-type: none">• Available on PowerSchool Learning (Haiku)
<input type="checkbox"/>	Fall Preseason Information	Athletic Department	<ul style="list-style-type: none">• Fall Sports Preseason Information

DEAN OF STUDENTS FORMS AND HEALTH & WELLNESS FORMS - DEADLINE! • JULY 1

PHOTO UPLOAD FOR COMMUNITY DIRECTORY - DEADLINE! • JULY 15

AUGUST 2017

<input type="checkbox"/>	Orientation and Arrival Details Student/Parent Handbook	Dean of Students Office	<ul style="list-style-type: none">• To Parents and Students: Essential Reading: 2017-2018 Student & Parent Handbook Get Ready: Orientation 2017
<input type="checkbox"/>	Parents Association Welcome: News Parents Can Use	Madeira Parents Association	<ul style="list-style-type: none">• Link to orientation schedule, important numbers, BBC sign up instructions