



# MADEIRA

May 2017

Dear New 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 daughter for the 2017-2018 school year. Let's get to it!

Here are some tips about how to begin this process. You will note that all the information you need is listed on the "New Girls" webpage <[www.madeira.org/newgirls](http://www.madeira.org/newgirls)>.

**Course Descriptions:** Read the course descriptions so you have a sense of the scope and sequence of our academic program. Course descriptions are available on "New Girls" webpage <[www.madeira.org/newgirls](http://www.madeira.org/newgirls)>.

**Course Registration Forms:** All of the registration forms you need to complete are included with this mailing and copies are found on "New Girls" webpage. You will be enrolling in academic blocks and activity blocks. Families find the "Class of 2021" or "Class of 2020" forms particularly helpful.

**Placement tests:** If your daughter thinks she may be eligible for a math, French, Latin, or Spanish class beyond the first level, she must take a placement test between May 1 and June 5. Students interested in taking placement tests will do so via PowerSchool Learning, a digital learning platform. Students have received an email to their Madeira account from the Information & Innovation Department (I2), Technology Division about their PowerSchool Learning account information. Students do not complete the placement test until they have received personal login information from I2. If you have any questions about your account, please contact I2 at [Helpdesk@madeira.org](mailto:Helpdesk@madeira.org).

I will contact you with actual placement information after the tests have been scored and placements have been made. Please allow about a two-week turn-around time.

**Summer reading and summer work:** Some courses have summer reading or work. To access the summer work assignments, go to PowerSchool Learning after our meeting at <<https://haiku.madeira.org/kmcgroarty/summerwork2017-18>>. If you do not see summer work listed for a particular course, there is not summer work for that course. Please confirm your schedule before starting any course summer reading or work.

**Receiving your schedule:** Your daughter's schedule for the 2017-2018 school year will be posted on her My Backpack page this summer, likely by early July. I will alert you when these schedules are posted.

**Ordering course textbooks:** Madeira partners with Follett Virtual Campus for textbook purchasing. You will receive additional information about textbook ordering mid-June via email. Information about how and where to purchase textbooks online will be available at that time on Haiku at <<https://haiku.madeira.org/kmcgroarty/summerwork2017-18>>.

**International Students:** Some international students must enroll in International Student English Year 1. These students and their families should read the related information sheet first. This sheet is available with the forms on the "New Girls" webpage.

**Your assignment:**

1. Give the enclosed records release form to your daughter's current school. She cannot start her classes here unless we have the 2016-2017 official transcript.
2. Complete the enclosed Student and Family Information Form and return it with your course registration materials by June 5.
3. Peruse the course registration information on the web site. Think about which courses your daughter will enroll in for 2017-2018.
4. Make an appointment for a phone, Skype, or in-person meeting with the Academic Dean (me) so we can complete the course and activity registration process. I am offering appointments (phone or in-person) at various times throughout late May and June. Go to <https://madeira.edu.185r.net/Event/page2.php?e=28> to schedule your appointment or click on the link at "New Girls" webpage.
5. If your daughter wants to see if she is eligible for classes in language or math beyond the first level, make sure she has plans to take our placement tests.

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 then contact us (see #4 above) to set up an appointment. I am here to help! Many families prefer to peruse the information online and then fill out forms and work on course selections with me during our meeting. I enjoy working with families in this way.

Sincerely,

M.A. Mahoney  
Academic Dean

Enclosures

PS: Madeira is offering summer courses that may be of interest to your daughter if she is in the area this summer (dorms are not open in the summer). Additional information is available at this link <<http://www.madeira.org/summeracademics/>>.