

MADEIRA

FORMS & INFORMATION CHECKLIST FOR NEW FAMILIES

This checklist is intended to assist new families in tracking communications, information, and action items during the onboarding process. **Action items are marked with red check boxes.**

All emails and instructions will be archived online for your reference at www.madeira.org/new-snails.

APRIL 2024

- Transportation Sign-up due May 1:** Madeira offers a bus/van transportation program that serves day students throughout the Washington, D.C. metro area. See www.madeira.org/transportation for more information.

COMMUNICATION	TYPE/FROM	INCLUDED MATERIALS
<input type="checkbox"/> Student Email Address & Microsoft 365	Email from Director of Information & Innovation, Jeff Dayton	To Student: Step 1: Setting up Madeira email & Microsoft 365
<i>* All emails will be sent to the student's Madeira email address from this point on *</i>		
<input type="checkbox"/> Canvas Learning Account Instructions	Email from Director of Information & Innovation, Jeff Dayton	To Student: Step 2: How to access Canvas Learning
<input type="checkbox"/> Student Portal Account Setup	Email from Director of Information & Innovation, Jeff Dayton	To Student: Step 3: How to setup your Student Portal account
<input type="checkbox"/> Course Registration and Academic Information	Email from Academic Office	<ul style="list-style-type: none">• Course registration instructions
<input type="checkbox"/> Academic Registration Materials	Available online in the Student/Parent Portal at: https://madeira.myschoolapp.com/	<ul style="list-style-type: none">• Course list• Four-year plan• Course registration details• Records release form• D Block options and registration form
<input type="checkbox"/> Placement Tests Available	Available online on Canvas in late April/early May	<ul style="list-style-type: none">• Placement tests available on Canvas
<input type="checkbox"/> Update Details in Parent/Student Portal	Available online at https://madeira.myschoolapp.com/	For Students & Parents: Update/confirm all contact information in your profile in the Portal

MAY 2024

- Health & Wellness Forms & Emergency Departure Plan Forms (due July 1)
- Email from Health & Wellness Center
- To Parents:
Access to and directions for completing forms on Magnus Health Portal

Throughout June, July & August, parents & students will receive numerous “**Madeira Summer Digests**”. These emails will contain helpful links, deadline reminders, & updated information to help families prepare for the Fall.

Once the school year begins, parents will receive a weekly email newsletter called “**News Parents Can Use**”, a one-stop shop for important Madeira news & updates.

COMMUNICATION	TYPE/FROM	INCLUDED MATERIALS
JUNE 2024		
<input type="checkbox"/> Message to Boarding Students	Email from Dean of Student Life & Culture Office	To Student & Parents: <ul style="list-style-type: none">• Advice to boarding students & a “what to bring” list
<input type="checkbox"/> Message to Day Students	Email from Dean of Student Life & Culture Office	To Student & Parents: <ul style="list-style-type: none">• Advice on getting involved in campus life
<input type="checkbox"/> Online Impact Testing	Email from Athletics Department	To Student: Instructions for completing Impact Testing for those intending to play a Fall sport
<input type="checkbox"/> Fall Athletics Apparel Stores are open	Email from Athletics Department	Instructions for ordering apparel through various team stores (required for students participating in a Fall sport)
JULY 2024		
<input type="checkbox"/> Academic schedules are live	Email from Academic Office	Schedules for the 2024-25 school year are posted on Student Portal
AUGUST 2024		
<input type="checkbox"/> Orientation & Arrival Details	Email from Dean of Student Life & Culture Office	To Student & Parents: <ul style="list-style-type: none">• Specific information regarding the start of the school year
<input type="checkbox"/> Academic schedules are updated	Email from Academic Office	Updated schedules (now including Advisor information) are posted on Student Portal

**CONGRATS ON MAKING IT TO THE END OF THIS CHECKLIST... YOU SNAILED IT!
WE CAN'T WAIT FOR YOUR FAMILY TO JOIN THE MADEIRA COMMUNITY THIS FALL!**