

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.

COMMUNICATION	TYPE/FROM	INCLUDED MATERIALS
MARCH 2020		
<input type="checkbox"/> SIGN-UP FOR REVISIT DAY!!!	<input type="checkbox"/> DAY STUDENT CONTRACTS DUE MARCH 20	
<input type="checkbox"/>	Transportation Sign-up: Madeira offers a bus/van transportation program that allows us to serve students throughout the Washington, D.C. metro area. Deadline for sign-up is March 20. www.madeira.org/transportation	
APRIL 2020		
<input type="checkbox"/>	BOARDING STUDENT CONTRACTS DUE APRIL 10	
<input type="checkbox"/>	Setting Up Madeira Email and Office 365	EMAIL: Director of Information & Innovation, Jeff Dayton To Student: Step 1: Setting up Madeira email & Office 365
<input type="checkbox"/>	Email with PowerSchool Learning Account Instructions	EMAIL: Director of Information & Innovation, Jeff Dayton To Student: Step 2: How to access PowerSchool Learning; How to set up Madeira email on mobile devices
<input type="checkbox"/>	Student/Parent Portal Account Setup	EMAIL: Director of Information & Innovation, Jeff Dayton To Student: Step 3: How to setup your Student/Parent Portal account
<input type="checkbox"/>	Student/Parent Portal Account Setup	EMAIL: Director of Information & Innovation, Jeff Dayton To Parent: Step 4: How to setup your Student/Parent Portal account
<input type="checkbox"/>	Course Registration and Academic Information	* <i>Snail Mail to US families</i> * <i>Email to International families</i> • Cover letter • Student & family information form
<input type="checkbox"/>	Academic Registration Materials	Online at www.madeira.org/newgirls See <i>Related Links</i> • 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
<input type="checkbox"/>	Placement Tests Available	Online at www.madeira.org/powerschool • Placement tests available on PowerSchool Learning webpage

COMMUNICATION	TYPE/FROM	INCLUDED MATERIALS
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MAY 2020

<input type="checkbox"/> Message to International Boarding Students about I-20 forms	EMAIL: Admissions Office	To Student & Parents: • International families will receive communication from the Admission Office regarding the completion of your I-20 forms.
<input type="checkbox"/> Health & Wellness Forms	EMAIL: Director of Nursing, Peggy Sotos	To Parent: Access to health forms on Magnus and directions
<input type="checkbox"/> Dean of Students Welcome & Required Forms	EMAIL: Dean of Students	To Student & Parents: • Welcome letter • Arrival plans form • Day & Boarding student permission form • Guardian agreement form • Parent/Student vehicle registration • Roommate survey • Directory photo upload instructions • Transportation sign-up

JUNE 2020

<input type="checkbox"/> Message to Boarding Students	EMAIL: Director of Residential Life, Hunter Southworth	To Student & Parents: • Advice to boarding students and what to bring list
<input type="checkbox"/> Message to Day Students	EMAIL: Assistant Dean of Students for Campus Life, Angela Pubal	To Student & Parents: • Advice on getting involved in campus life • Calleva Student Survey

MADEIRA SUMMER DIGEST 1	To Student & Parents:
<input type="checkbox"/>	<ul style="list-style-type: none"> • Transportation: Carpool info • Debit/payment instructions, explanation of how to access cash on campus • Reminders about DOS forms and Health & Wellness forms • Athletic Apparel Team Store • Photo Upload - Students should upload a photo for the Community Directory • Emergency Alert sign-up

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

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

COMMUNICATION

TYPE/FROM

INCLUDED MATERIALS

JULY 2020

MADEIRA SUMMER DIGEST 2

To Student & Parents:

- Athletic Apparel Team Store: Instructions and links to required athletic apparel
- Reminder: Photo Upload/ Emergency Alert sign-up
- Book & Supply list: Available on PowerSchool Learning
- Tell us about your daughter survey (Boarding families)

MADEIRA SUMMER DIGEST 3

To Student & Parents:

- Calleva Student Survey reminder
- Athletic Apparel Team Store
- Update your contact information by August 15
- Tell us about your daughter survey

AUGUST 2020

MADEIRA SUMMER DIGEST 4

To Student & Parents:

- 2020-2021 Student/Parent Handbook
- Arrival dates & times
- Message from Head of Day

- Orientation and Arrival Details EMAIL: Dean of Students
Student/Parent Handbook

To Student & Parents:
Essential Reading: Student &
Parent Handbook
Get Ready: Orientation 2020

- News Parents Can Use (NPCU) EMAIL: News Parents Can Use

To Parents:
• NPCU is a bi-weekly e-newsletter for
parents; a one-stop shop for important
Madeira news and updates