



# MADEIRA

April 2020

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 2020-2021 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 2024" or "Class of 2023" 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 **Friday, April 24 and Thursday, April 30**. Placement tests will be available online via PowerSchool Learning, a digital learning platform.

The math placement test is algebra-based and the language placement tests assess the skills in the language to date. Students can have up to one hour per placement test and must be taken in one sitting. Students have received an email to their Madeira account from the Information & Innovation Department (I2), Technology Division about their PowerSchool Learning account information. Students are required to login to their Madeira email and to PowerSchool Learning prior to completing the placement test. 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 at least a two-week turn-around time.

**Receiving your schedule:** Your daughter's schedule for the 2020-2021 school year will be posted on her Student Portal <<https://madeiraportal.goradius.com/madeira>> page this summer, likely by early July. I will alert you when these schedules are posted.

**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/summerwork2020-21/>>. If you do not see summer work listed for a particular course, there is no summer work for that course. Please confirm your schedule before starting any course summer reading or work.

**Ordering course textbooks:** Madeira partners with Follett Virtual Campus <<http://www.madeira.bkstr.com/>> for textbook purchasing. Information about how and where to purchase textbooks online will be available in early July on PowerSchool at <<https://haiku.madeira.org/kmcgroarty/summerwork2020-21/>>.

**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 2019-2020 official transcript.
2. Peruse the course registration information on the web site. Think about which courses your daughter will enroll in for 2020-2021.
3. Make an appointment for an online Microsoft Teams meeting with the Academic Dean (me) so we can complete the course and activity registration process. I am offering appointments at various times in May and June. Go to <https://outlook.office365.com/owa/calendar/TheMadeiraSchool3@madeira.org/bookings/> to schedule your appointment or click on the link at "New Girls" webpage.
4. 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 **online April 24-30**.
5. Save the date for Family Weekend on Friday, October 2<sup>nd</sup> and Saturday, October 3<sup>rd</sup>. More information to follow in early-September.

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!

Sincerely,

M.A. Mahoney  
Academic Dean