

MADEIRA

FORMS & INFORMATION CHECKLIST FOR NEW FAMILIES

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

All emails, forms, and instructions will be archived online for your reference at www.madeira.org/newgirls.

COMMUNICATION

TYPE/FROM

INCLUDED MATERIALS

MARCH 2022

DAY STUDENT CONTRACTS DUE MARCH 18

- Transportation Sign-up:** Madeira offers a bus/van transportation program that allows us to serve students throughout the Washington, D.C. metro area. www.madeira.org/transportation

APRIL 2022

BOARDING STUDENT CONTRACTS DUE APRIL 10

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| <input type="checkbox"/> FACTS Tuition Account | Email from Business Office Comptroller, Scott Cohen | To Parents:
Setting up online account billing & payments |
| <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 |

* All emails will be sent to the student's Madeira email address from this point on *

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| <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"/> Course Registration and Academic Information | Email from Academic Office | • Course registration instructions |
| <input type="checkbox"/> Academic Registration Materials | Available 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 |

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| <input type="checkbox"/> Placement Tests Available | Available online on Canvas | • Placement tests available on Canvas |
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COMMUNICATION**TYPE/FROM****INCLUDED MATERIALS****MAY 2022**

<input type="checkbox"/>	Update Details in Directory	Email from Manager of Admission Systems & Data, Bethanne Stish	To Parents: Update/confirm address & other information in Madeira directory
<input type="checkbox"/>	I-20 Form for International Boarding Students	Form via email from Admissions Office	International families who have completed their I-20 registration form will receive their I-20 form via email by mid-May. Students will need this to apply for their F-1 visa.
<input type="checkbox"/>	Health & Wellness Forms	Email from Health & Wellness Center	To Parents: Access to and directions for completing health forms on Magnus
<input type="checkbox"/>	Student Portal Account Setup	Email from Director of Information & Innovation, Jeff Dayton	To Student: Step 3: How to setup your Student/Parent Portal account

JUNE 2022

<input type="checkbox"/>	Message to Boarding Students	Email from Dean of Student Life & Culture, Kelli Perkins	To Student & Parents: • Advice to boarding students and what to bring list
<input type="checkbox"/>	Message to Day Students	Email from Dean of Student Life & Culture, Kelli Perkins	To Student & Parents: • Advice on getting involved in campus life

MADEIRA SUMMER DIGEST 1

Email to Student & Parents with reminders & information about:

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| <input type="checkbox"/> <ul style="list-style-type: none"> •Dean of Student Life & Culture Forms •Health & Wellness Forms •Guardian Agreement (International Students) •Vehicle Registration •Roommate Survey •Arrival Forms •Permission Forms | <ul style="list-style-type: none"> •Transportation: Carpool info •Debit/payment instructions & how to access cash on campus •Athletic Apparel Team Store details •Upload Student Photo to Community Directory •Emergency Alert sign-up |
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MADEIRA SUMMER DIGEST 2

Email to Student & Parents with reminders & information about:

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- Athletic Apparel Team Store: Instructions and links to required athletic apparel
 - Debit/payment instructions, explanation of how to access cash on campus
 - Reminders about DOS forms, Health & Wellness forms, Photo Upload, Emergency Alert sign-up
 - Book & Supply list: Available on Canvas Learning
 - Tell us about your daughter survey (Boarding families)

DEADLINE FOR ALL FORMS IS JULY 1

COMMUNICATION**TYPE/FROM****INCLUDED MATERIALS****JULY 2022**

<input type="checkbox"/>	Schedules are live	Email from Academic Office	Schedules for the 2022-23 school year are posted on Student Portal
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MADEIRA SUMMER DIGEST 3

Email to Student & Parents with reminders & information about:

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| <input type="checkbox"/> | <ul style="list-style-type: none">• Calleva Student Survey reminder• Athletic Apparel Team Store• Update your contact information by August 15• Parent survey |
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<input type="checkbox"/>	Student Portal Account Setup	Email from Director of Information & Innovation, Jeff Dayton	To Student: Step 3: How to setup your Student/Parent Portal account
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AUGUST 2022

<input type="checkbox"/>	Orientation & Arrival Details	Email from Dean of Student Life & Culture, Kelli Perkins	To Student & Parents: • Specific information regarding the start of the school year
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MADEIRA SUMMER DIGEST 4

Email to Student & Parents:

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| <input type="checkbox"/> | <ul style="list-style-type: none">• 2022-2023 Student/Parent Handbook• Arrival dates & times for Orientation and Pre-Season |
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<input type="checkbox"/>	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
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