



Dear Madeira Students and Parents,

Happy summer. We hope you are each enjoying your break. In this email, we are sharing some important academic information.

Schedules for the 2021-2022 school year are now posted in your Student Portal. Please look at your courses to ensure you are working on the appropriate summer work and to order the necessary books for your courses. **Please note: Class locations and advisory information is not yet included in or reflected on your schedule.** We will continue to update your schedules with this information during the coming weeks.

Information about accessing schedules, communicating your elective preferences, and/or making requests for a schedule addition or change is outlined below.

How to access schedules: Schedules (with classes and activities) are posted in your Student Portal, under the schedules tab. You can view in grid or linear form (see icon) and by module (see drop down box). If you are having trouble with your account password, go to www.madeira.org/portal and select "Forgot Your Password?" Enter your UserID (first part of your Madeira email address). You will receive an email with a password reset link. If you are still having issues, please email ticket@madeira.org, and be sure to include your full name and class year in your email.

How to add an elective course or a D block activity: Here is the survey link to add an elective course or a D block activity: <https://www.surveymonkey.com/r/MHQWN6B>. This link is also posted at the bottom of this letter. Some of you have complete academic schedules and some will want to add electives. (A complete schedule is 18 or more blocks, including, for 10th-12th graders, the three blocks of the Co-Curriculum internship.) In this course communication form, you will find a list of electives and the blocks and modules in which they are offered. A student who wants to add in an elective should consult her schedule, find an interesting elective that will fit, check the course descriptions on the Madeira website for pre-req information (<http://www.madeira.org/academics/academic-departments/>) and use the electronic form to send us information about her preferences. (Feel free to note several preferences with ranking of first and second choice on the form. For an elective to run we need a certain number of students.) **Do NOT send any requests or questions about schedules to us via email.** Use the course communication electronic form. <https://www.surveymonkey.com/r/MHQWN6B> **Please do this by August 9th.** All requests will be handled after August 9th. You will not hear from us regarding your schedule before then. Link is also posted at the end of the letter.

When you think about your schedule, please remember: You can have up to three free blocks, if you would like them. Some students prefer free blocks to do schoolwork, serve as tour guides, and the like. **You must have 18 blocks minimum.** Additionally, you must have a D block activity each season, **two seasons of which must be a team activity.** If an activity is on your schedule, that means you have committed to trying out for that activity – it does not mean you automatically have a spot on the team or on the stage!

How to let us know we got something wrong: undoubtedly, we may have gotten something wrong on someone's schedule. Do not worry if your schedule is the one with an error. Just use the course communication form to point out the error to us and we will get back to you after August 9th.

What happens next:

After August 9th, we will be back in touch with updates for students who communicated with us via the course communication form (again, use the form to communicate with us about your schedule). In August, we will include advisor group information and class locations.

What everyone can do before the start of school:

Complete Summer Work: As you know, this work is posted in the Summer Work TEAMS page. You have already been added to your class's Summer Work page. If you do not see your class's Summer Work page in TEAMS under your Teams, please contact stippens@madeira.org. Please watch Ms. Tippens' introduction video on how to access all Summer Work on the welcome page under the Class Notebook tab. Not all courses have Summer Work, but please look at your schedule and check each class against the Summer Work assignments, so you are clear about what assignments you have. You will be expected to have the assignments done when school starts.

- [Class of 2022 and 2023 Summer Work TEAMS Page](#)
- [Class of 2024 and 2025 Summer Work TEAMS Page](#)

Ordering books: Information about Follett Virtual Bookstore (www.madeira.bkstr.com) is in the 2021-2022 Summer Work TEAMS page. The Madeira Virtual Bookstore for fall textbooks goes live on Monday, July 12th. The Virtual Bookstore for summer work textbooks is live now. You will be expected to have all your materials on the first day of each class, so please order your books accordingly. Use your schedule to order books, so you know you are ordering books for the correct classes. You may choose to order from another vendor; if you do that, be sure you are using the exact ISBN number as listed on Follett. Boarding students can have their books sent directly to school, to their attention. If you think we might have a book you need in the Academic Office, please email Ms. Curry (academicoffice@madeira.org).

Purchasing school supplies: The school supplies list is also in the Summer Work TEAMS page, under Supply List in the Class Notebook. You will be expected to have these supplies on the first day of class.

If a course is on your schedule, you are enrolled in that course. However, if, as we get student requests, we need to move you from the Module 3/B section to the Module 4/C section of the same course because you have a free period then and doing so will balance course size, we may do so. You should assume your Co-Curriculum module is set. In August, when we communicate with you again about schedules, you will see if we have moved any blocks around for you. Occasionally, a teacher's schedule moves around a bit (for a variety of reasons). In August when we let you know advisors' names are included on schedules, you can recheck your teachers' names.

IMPORTANT LINKS:

Summer Work TEAMS pages:

[Class of 2022 and 2023 Summer Work TEAMS Page](#)

[Class of 2024 and 2025 Summer Work TEAMS Page](#)

Portal: www.madeira.org/portal

Electronic Form: <https://www.surveymonkey.com/r/MHQWN6B>

Online Bookstore: www.madeira.bkstr.com

Activity & Athletic Information: <https://www.madeira.org/academics/academic-departments/athletics/> & <https://www.madeira.org/academics/academic-departments/activities/>

Enjoy summer. We miss you and look forward to the year ahead with you. It will be a great year of learning!

Ms. Mahoney and Ms. Kerrigan