

Charter School Counselors:

Please review the following:

**ELEMENTARY SCHOOLS**

- 1) Charter School - Elementary Intervention/Promotional Pre-Qualification Form
- 2) Elementary School Promotion Chart
- 3) **Elementary School** Student Spreadsheet - Counselors must complete by typing in the Excel spreadsheet on the computer. **No handwritten copies are allowable for the Excel Spreadsheet.** Counselors will send me a copy electronically and print a copy to go with their other documents. Complete School Name should be listed on the form - Example: White Station Elementary School.

**MIDDLE SCHOOLS**

- 4) Charter School - Middle Intervention/Promotional Pre-Qualification Form
- 5) Middle School Promotion Chart
- 6) Middle School Student Spreadsheet - Counselors must complete by typing in the Excel spreadsheet on the computer. **No handwritten copies are allowable for the Excel Spreadsheet.** Counselors will send me a copy electronically and print a copy to go with their other documents. Complete School Name should be listed on the form Example: White Station Middle School.

**HIGH SCHOOLS**

- 7) SCS Charter High School Failed Coursework Form
- 8) SCS Charter High School New Coursework Form
- 9) Intent to Graduate Form (If graduating this summer)
- 10) High School Student Spreadsheet - Counselors must complete by typing in the Excel spreadsheet on the computer. **No handwritten copies are allowable for the Excel Spreadsheet.** Counselors will send me a copy electronically and print a copy to go with their other documents. Complete School Name should be listed on the form Example: White Station High School.

All students that are eligible are required to have a signed Pre-Qualification form and a **Final** report card or transcript to register for Summer School. All students must be listed on the Excel Spreadsheet. This form must be submitted electronically to Denise Swan - [swand@scsk12.org](mailto:swand@scsk12.org) and a printed copy submitted with the student/school other documents.

**Elementary and Middle School Check List** delivered to Summer School Office by **Tuesday, May 29** - NE Regional Office, 920 N. Highland (Next to Treadwell Middle School)

- 1) Student Pre-Qualification Form
- 2) Student Final Report Card
- 3) Student Excel Spreadsheet **(Please sign the bottom of form delivered (Counselor first and last name))**

**Elementary and Middle School Electronic Check List** to be submitted electronically to Denise Swan - [swand@scsk12.org](mailto:swand@scsk12.org) by **Tuesday, May 29**

- 1) Elementary or Middle Student Excel Spreadsheet

**High School School Check List** delivered to Summer School Office by **Wednesday, May 30** - NE Regional Office, 920 N. Highland (Next to Treadwell Middle School)

- 1) Student Pre-Qualification Form
- 2) Student Final Report Card or Transcript
- 3) Intent to Graduate Form (If needed)
- 3) High School Student Excel Spreadsheet **(Please sign the bottom of form delivered (Counselor first and last name))**

**High School Electronic Check List** to be submitted electronically to Denise Swan - [swand@scsk12.org](mailto:swand@scsk12.org) by **Wednesday, May 30**

- 1) Student Excel Spreadsheet

Thanks!

Denise Swan

Summer School Office