

Counselors:

Attached are the following documents:

- 1) Elementary Intervention/Promotional Pre-Qualification Form
- 2) Elementary Promotion Chart
- 3) Elementary 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.
- 4) Middle Intervention/Promotional Pre-Qualification Form
- 5) Middle Over-Age-For-Grade Pre-Qualification Form
- 6) Middle Promotion Chart
- 7) Middle 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.

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 and a printed copy submitted with the student/school other documents.

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))**

Check List to be submitted electronically to Denise Swan - swand@scsk12.org by **Tuesday, May 29**

- 1) Student Excel Spreadsheet

Thanks!

Denise Swan
Shelby County Schools
Summer School Office
920 N. Highland
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(901) 416-7622