

Counselors:

Attached are the following documents:

- 1) Failed Coursework Pre-Qualification Letter
- 2) New Coursework Pre-Qualification Letter
- 3) Student Intent to Graduate Form
- 4) 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. Also, remember that some courses are only at Kirby High School. They are identified on the Pre-Qualification form and listed on the Spreadsheet as KHS.

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. Students that are graduating this summer must have a completed Student Intent to Graduate Form. 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.

**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 Letter
- 2) Student Final Report Card or Final Transcript
- 3) Student Intent to Graduate Form
- 4) 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](mailto:swand@scsk12.org) by **Wednesday, May 30**

- 1) Student Excel Spreadsheet

Fee Waiver Forms were given to Counselors at the meeting for New Coursework Courses ONLY. They will need to make copies for students that qualify for Fee Waiver. Failed Coursework is free for District Managed SCS Students ONLY.

Thanks!

Denise Swan  
Summer School Office  
Shelby County Schools  
920 N. Highland  
Memphis, TN 38122  
(901) 416-7622