

**To register your student for summer school:**

1. Complete the information below, then bring this form to your student's current teacher for their comments and signature.
2. Carefully review the summer school policies and fees on page 2. Please note the class dates and ensure your child will be able to attend all classes.
3. Complete page 3, acknowledging your acceptance of the policies and fees.
4. Obtain final approval from your administrator.
5. Return the completed form to the guidance counseling office by **Friday, June 2, 2023** to finalize your student's registration for summer school.

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Current Class &amp; Teacher: \_\_\_\_\_

Grade received at Semester One: \_\_\_\_\_ Grade received at Semester Two: \_\_\_\_\_

Title of Class Requested: \_\_\_\_\_

 Semester One  Semester TwoFor Credit (H.S. only):  YES  NO

\*Current teacher: \_\_\_\_\_

\*Current teacher's comments (*Why did this student receive a failing grade?*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Current teacher's signature: \_\_\_\_\_

## Summer School Contract

**Please review carefully, sign, date, and forward to your administrator for final approval.**

- The registration deadline for summer school is **Friday, June 2, 2023**. The completed Registration & Contract form must be turned in to the guidance counseling office by this date.
- The primary purpose of summer school is credit recovery for students who have failed an English class, or (more rarely) another core class needed for graduation.
- Up to two (2) semester courses may be taken during summer school, for 1.0 credit total.
- The summer school teacher will communicate with parents at the email addresses provided below.
- All summer school classes will be in-person at the Bothell campus.
- Class Dates: Every Tuesday and Thursday for six (6) weeks (with no school July 4th or July 25th) for a total of 12 classes.  
Class dates for 2023: June 20, 22, 27, 29; July 6, 11, 13, 18, 20, 27; August 1, 3
- Class Times: 8:30am - 10:30am for 0.5 credit / 8:30am - 12:35pm for 1.0 credit
- **Attendance Policy: Every student is expected to be in class on time, including the first day of class. Every class must be attended. A maximum of two (2) absences are allowed, provided the absence is excused and the work is made up in order to receive credit. Four (4) tardies constitute one (1) absence. Missing 30 minutes or more in any class is defined as an absence.**
- Requesting Credit Replacement: At the end of the summer school session, parents must request in writing to [Marian.S@cedarpark.org](mailto:Marian.S@cedarpark.org) that they would like their student's summer school grade to replace the corresponding school-year grade on the student's high school transcript. The summer school grade must be for the same course and semester as the school-year grade it replaces.

## Summer School Fees

- Registration fee: \$30 (*non-refundable*)
- Subject fee: \$100 per class, per semester
- Teacher fee: \$300 per class, per semester
- All fees will be billed through FACTS upon completed registration.
- **Refund Policy:** The registration fee is non-refundable. The subject fee and teacher fee are refundable if the student withdraws from summer school within the first week of the session. **A written notice of withdrawal must be received by 3:00 pm on Thursday, June 22, 2023, or no refund will be given.** Refunds will not be given to students who fail to meet the attendance requirement or who fail the class.

I acknowledge the above policies and fees, and wish to enroll my child in summer school as outlined above.

\_\_\_\_\_  
Parent/Guardian Name                      Parent/Guardian Signature                      Date

\_\_\_\_\_  
Student Name                      Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Email                      Parent/Guardian Email

\_\_\_\_\_  
Parent/Guardian Cell                      Parent/Guardian Cell

\*Administrator approval: \_\_\_\_\_

Credit recovery                       Grade improvement

\*Administrator comments: \_\_\_\_\_

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