

## **ICS College Committee SAT Prep Classes Planning**

### Mid-July

- Look at collegeboard.com for SAT test dates; figure out roughly when the January-March series of classes will be held
- Contact PrepNorthwest with proposed dates and work out rough schedules for pre-test, classes and practice tests. (other testing agency can be used but we've had a great relationship with PrepNorthwest for many years)

### August

- Prepare handout for PTSA summer mailing or for August registration;
- Contact Lili in mid-August regarding facilities use forms (need to fill out and return to her) and she will help find two classrooms to use.
- Mailing/handout should include the general info sheet ("Testing, testing").
- Kathy Comeau approves changes to "Testing" handout in June.

### Sept.-October

- Firm up the dates with PrepNorthwest.
- Adjustments may be needed for Finals Week in January and Mid-Winter Break.

### November

- Make a final date check with PrepNorthwest. Announce the classes at the Parent Meeting and post on Parent Organizer.
- Other advertising: e-mail to all 10th-12th grade families (contact the committee chair to find out who has the e-mail list); a few flyers for Kathy Comeau to post; information on the ICS morning announcements

### December/January

- Continue advertising.
- Conduct registration during lunch a few weeks before classes begin.
- Enrollment: usually we have 2 classes of 20 students each; you may need to set up a waiting list
- PrepNorthwest needs to sign a form confirming the dates of their services (see below; it is usually printed out and given to them on the first day)
- At beginning of first class, collect checks (made payable to "ICS PTSA") and send on to PTSA; get invoice from PrepNorthwest for PTSA (they need to submit an invoice in order to get reimbursed)

### February

- Usually Starbucks gift cards are given to Lili and the two teachers who donated their classrooms on the Wednesdays); this will be reimbursed by PTSA.
- End of class: have students fill out an evaluation sheet if you wish. This isn't done every year.

Jan. 10, 2007

This contract verifies that PrepNorthwest agrees to teach 8 SAT Prep class sessions at ICS on the following dates: Jan. 10, 17, 26, 31; Feb. 7, 14, 28; and March 7. These sessions are to be held at ICS from 12:15 to 2:15. The course also includes four mock SAT tests for each student, to be given at the PrepNorthwest facilities. Cost is \$345.00 per student.

Molly Metz for PrepNorthwest: \_\_\_\_\_

Terry Lin for PrepNorthwest: \_\_\_\_\_

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