June 2016

Dear Parents/Guardians:

This letter is to inform you about the Piscataway Township School District (PTS) procedure regarding the awarding of credits and placement for summer courses or online courses in English Language Arts and Mathematics.

Any student who completes and passes a summer course or online course in English Language Arts or Mathematics is required to take and pass a comprehensive PTS competency assessment in that subject to receive credit and placement for that course. Therefore, it is important that focused study is given to the necessary skills and concepts listed on the district outline. Specific course outlines can be accessed through our website.

* No student will be eligible to take the competency assessment for a course without first completing and passing a corresponding summer course or online course.
* **Competency exams will be administered at 9 am in Cafeteria B of the West Wing (Patton Building) of Piscataway High School on August 8, August 22, and August 25.**
* Proof of the successful completion of a corresponding summer course or online course must be brought at the time of the exam.
* All competency assessments must be scheduled through the College, Career and Personal Guidance office by phone at (732) 981-0700 ext. 2024 or by email at lpols@pway.org.
* Any student who passes a competency assessment will be notified by a high school counselor to finalize the appropriate adjustments to his/her upcoming schedule of classes.
* **A student who does not pass the competency assessment will receive no credit for the course taken and must repeat the class during the upcoming academic school year.**

These procedures ensure that all students who take a summer course or online course in English Language Arts or Mathematics have met the Piscataway School District standard of proficiency.

Please sign the Summer/Online Course Acknowledgement Form indicating that you understand the procedures outlined above. This form is also available on the Piscataway High School website under the Counseling tab. Please return one completed copy of this form to the College, Career, and Personal Guidance department ***prior*** to enrolling your child in any summer course. Any questions or concerns may be directed to your child’s counselor or to Mrs. Edmondson, College, Career and Personal Guidance Department Chair at (732) 981-0700 ext. 2232 or tedmondson@pway.org.

 Sincerely,

 Jason Lester

 Principal

Comptency letter/parents

lcp

**Summer/Online Course Acknowledgement Form**

 Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Summer/Online Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_I acknowledge that my student is required to take and pass a competency assessment for English Language Arts or Mathematics after completing and passing a summer course or online course.

\_\_\_\_\_\_I also acknowledge that if a passing score is achieved on the competency assessment, contact with the College, Career and Personal Guidance Department will be made to finalize scheduling.

\_\_\_\_\_\_I further acknowledge that if a passing score is not achieved, my student will receive no credit for the summer or online course taken and must repeat the course during the academic school year.

\_\_\_\_\_\_I acknowledge that all online courses must be completed by August 15, 2016.

\_\_\_\_\_\_I acknowledge if this course will be used for NCAA eligibility I have confirmed it is an approved course from the NCAA website [www.eligibiltycenter.com](http://www.eligibiltycenter.com) (under the resources tab).

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 Student Name (print) Student Signature Date

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 Parent/Guardian Name (print) Parent/Guardian Signature Date

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 Counselor Name (print) Counselor Signature Date