February 13, 2020

Dear Parents and Guardians of High School Student(s)

It is time to register for summer school! NACA’s summer school for high school students is aimed at helping students get back on track in terms of earned credits, graduation, and achievement. Students who continue learning during the summer are better prepared for the next school year and less likely to lose knowledge gained during the previous school year. Over time, this can give them an edge in meeting graduation goals and competing in the college admissions process.

Please check in with your advisor to determine if your student is on track for graduation according to their next step plans.

**Key Dates**
- The deadline for registration is the first day of each term: **Term 1 – June 8-26, 2020** and **Term 2 – June 29-July 17, 2020**
- Summer school schedule:

  **Term 1: June 8-26, 2020**
  
  AM Session: 9:00 a.m. to 12:00 p.m.
  - 9-12 grade level Science/Math
  - 9-12 grade level Indigenous History/English Language

  PM Session: 1:00 p.m. to 4:00 p.m.
  - 9-12 grade level Science/Math
  - 9-12 grade level Indigenous History/English Language

- **High School Diploma awarded August 1, 2020**, upon successful completion of summer school/dual enrollment

**Eligibility**
Summer school is open to all NACA high school students who need 2.0 credits or fewer to graduate or be promoted to the next grade level. This summer, we will be offering students the opportunity to take up to four .5 credits (2.0 credits).

**Dual Credit**
In the event your student needs to earn a dual credit to receive their diploma by August 1, 2020, your student must meet with the College Engagement team at the CNM campus to register for a dual enrollment course. Please note that your student will not be allowed to participate in graduation activities until all course requirements are met.

**How to Enroll**
- Current NACA students will be pre-registered for courses based on need. However, the attached
enrollment application must be returned to secure the spot. Please complete the application and submit it to Ms. Carroll, **before or by deadline dates to secure your spot.**

- The deadlines for registration are the first day of each term: **Term 1: June 8, 2020** and **Term 2: June 29, 2020.** We will not take late registrations after these deadlines.
- Each class session will have only 25 spots available on a first come first serve basis. Once filled to capacity the class will be closed. The earlier you sign up the more likely you will secure a spot for summer school.

- Summer School **Tuition Fees:** $62.50 per half (.5) credit

- Tuition must be paid on or before the first day of summer school class late registrations will not be allowed.
- Students who complete and pass courses will receive a grade on their transcript however credit will not be awarded for failing classes. Earned Credit will be awarded upon the end of each term. No extensions will be given beyond each term to complete work.

- Tuition refunds: All tuition refund requests must be made in writing and submitted no later than the first day of the start of each term.

**Attendance**

- Students may not have more than **two absences** per class to receive credit.
- Three tardies per class equates 1 day of absence and will be counted toward absences from classes. All attendance will be closely monitored and parents will be notified.
- Students will be dropped from summer school if no show after 2\textsuperscript{nd} day and/or has more than two absences.
- Any student who accumulates more than 2 days absent will be dropped and parent will forfeit summer school payment.

**We Need You!**

- **Motivate your student to enroll.** What are your student’s goals for the future? Discuss the ways that summer school will help him or her meet these goals and help them get back on track for graduation.
- **Ensure attendance and punctuality.** You know your student best. Some high school students still need you as the alarm clock, while others will do fine without it. Thank you for doing everything you can to keep your student’s goals alive in discussions, and to draw the connections between attendance, punctuality, hard work, and achievement.

Please do not hesitate to contact Ms. Carroll, if you have any questions. We look forward to working with you to help your high school student succeed and take the next steps toward a successful future.

If you have any questions or need further information, please call 224-4907 or email: carroll@nacaschool.org.