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Academic Office Tel: 207-487-4453 Fax: 207-679-2798

August 6, 2019

Dear Parents and Guardians,

We hope everyone is enjoying this beautiful summer. While there are many days of summer remaining, we are busy preparing for students' return to campus this fall!

Students' draft schedules are available electronically on PowerSchool. If you do not have access to a computer to view or print a schedule, contact the Academic Office and we will prepare one for you. However, section assignments, study hall, and lunches are likely to change as we continue to work on the overall school schedule. Please note that each student will only be assigned one study hall each semester.

NEW ADD/DROP PROCEDURES: This year, we will be conducting Add/Drop prior to the start of school. Students must check their course schedules to ensure they are registered for the courses they wish to take. If students discover an error or wish to change a course, they must contact the Academic Office or their counselor to change their classes. There will be limited Add/Drop after the first day of school for returning students.

The Academic Office will be available to assist students in course request changes and **Add/Drop between August 7th to August 16th from 9:00-11:00am and 1:00-3:00pm every day**. Students are encouraged to make an appointment with their counselor to discuss course options. Students may also submit their course change requests via email to their counselor. For a list of course offerings, please check the 2019-2020 Course Selection Guide online. Discretionary course changes for returning MCI students will not be made after August 16th.

MCI registration updates and forms will be on your PowerSchool Parent Portal for the new school year: <https://mci.powerschool.com/public>. The registration forms will be available on the portal next week. Please watch for future emails regarding Powerschool registration instructions and information. The forms that are attached to the registration document can be filled out online and sent back to Mrs. Cray at dcray@mci-school.org or you can return them to her office anytime after August 12th.

Later in the summer we will share additional details about the first days of school: new students will begin school on August 27th and all returning students will begin on August 28th. We are looking forward to a great school year and hope you enjoy the remaining weeks of the summer!

Sincerely,

MCI Academic Office Staff
207-487-4453

Dean of Academics: Eveline M. Bailey, ebailey@mci-school.org
Registrar & Student Data Coordinator: Donna Cray, dcray@mci-school.org

Academic Counselors:
A-N, Private Day: Kirsten Pomeroy, kpomeroy@mci-school.org
O-Z & Boarding/International: Scott Giallombardo, sgiallombardo@mci-school.org