

Dear Parents and Students,

As we strive to support our students in their academic journey, we are pleased to offer the option of using a memory aid, specifically a pre-approved notecard, during tests for students who are eligible on their Student Support Plan. Below are our recommendations for effectively utilizing this resource, along with important details about what constitutes a memory aid.

What is a Memory Aid?

A memory aid is a study tool designed to help students recall essential information during tests. In this case, a pre-approved notecard allows students to summarize and organize key concepts, terms, and formulas relevant to the subject matter.

What a Memory Aid Is:

- **Concise Summaries:** Short phrases or bullet points highlighting important information
- **Key Terms and Concepts:** Definitions, important dates, or critical formulas
- **Visual Organization:** Well-structured content that helps in quickly locating information
- **Mnemonics:** Patterns of letters, ideas, or associations that assist in recalling information

What a Memory Aid Is Not:

- Includes copied pages from textbooks
- Includes class notes, lecture notes, or slides
- Serves as a substitute for studying the material
- Include open textbooks
- Contains a full and complete synopsis of course material
- Some instructors have approved math formulas on a notecard with the requirement that the formula is not written out to contain a fully solved problem

Guidelines for Using a Notecard

1. Content Preparation:

- **Key Concepts:** Focus on summarizing essential ideas, terms, and formulas. Use bullet points or short phrases to make information easy to reference.
- **Brevity:** Keep the content concise. Aim for clarity over quantity—too much information can be overwhelming.
- **Review and Edit:** Before submitting your notecard for approval, review it to ensure that it meets the guidelines and focuses on the most critical information.

2. Formatting:

- **Size and Style:** Use a standard index card (4x6 inches or similar). Handwritten notes are encouraged, as they can aid memory retention.

- **Clarity:** Write neatly and legibly. Organize your notes logically, using headings or categories if helpful.
3. **Approval Process:**
- **Submission:** All notecards must be submitted to the teacher for approval at least 24 hours before the test.
 - **Feedback:** Be open to any suggestions from the teacher regarding adjustments to your notecard.
4. **Test Day Usage:**
- **Referencing:** Use the notecard as a quick reference during the test. Familiarize yourself with its layout beforehand so you can find information quickly.
 - **Practice:** Prior to the test, practice using your notecard in a study session to build confidence.
5. **Additional Tips:**
- **Organize Study Sessions:** Review the material while creating the notecard. This process will help reinforce your understanding of the content.
 - **Limit Distractions:** When studying, minimize distractions to help focus on the material being summarized.

The use of a memory aid, such as a pre-approved notecard, can be a valuable strategy and we encourage students to approach it as a tool for success.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your continued support.