

SAT WORKSHOP

Meg Clemens and Sally E. Vrooman, Co-directors

Sponsor: St. Lawrence-Lewis BOCES

St Lawrence Valley Education Center, 30 Court Street, Canton, NY 13617

MEMORANDUM

TO: **Guidance Counselors**

DATE: January 3, 2012

RE: **SPRING 2012 SAT Reading, Writing and Math Workshop**

We are now accepting registrations from high-school juniors who plan to take the SAT in May or June for the Spring 2012 SAT Workshop. **Registration deadline is Friday, February 3, 2012.**

1. We encourage districts participating in the BOCES CoSer 503 (Canton, Clifton-Fine, Colton-Pierrepont, Gouverneur, Hermon-DeKalb, Heuvelton, Madrid-Waddington, Morristown) to fax the registration forms as soon as they are submitted and approved to Meg Clemens @ 386-4614. **Classes are filled in the order the registration forms are received by Meg Clemens.**
2. Students whose schools are NOT in the CoSer 503 can participate on a private basis by mailing the registration form along with a personal check for \$135.00 made payable to Sally E. Vrooman (not to BOCES) to Meg Clemens, Canton High School, 99 State Street, Canton, NY, 13617.
3. Meg Clemens will email registration confirmations directly to guidance counselors by February 10th. Please inform students of their SAT session before February 17th as the first class is February 26th at the end of winter break.
4. Students who submit a legible, working email address will receive email notification of class assignment by February 11th. Students may type the registration form online at <http://home.roadrunner.com/~mcclemens/StudReg.pdf>, print it and return it to their Guidance Office for signatures.
5. Late registrations are accepted for open slots. Contact Meg Clemens directly about any late registrations.

An announcement of the Spring 2012 SAT Workshop is enclosed. Please include this in any school newsletters or flyers to inform students and their parents. **Please include the announcement on your school website with a link to <http://home.roadrunner.com/~mcclemens>.**

If your district wishes to participate in this shared service through CoSer 503 or to change the number of participating students, a letter stating that intention, signed by your school superintendent, must be sent to District Superintendent, St. Lawrence-Lewis BOCES, PO Box 231, Canton, NY 13617. Please send or fax (386-2828) a copy of the letter to Debbie Champagne (386-2226) at BOCES. No cancellations will be allowed; all registrations will be billed to the district.

We look forward to working with you and your students. Should you have specific SAT preparation or registration questions, please contact Sally Vrooman (386-2418), Co-director for Reading and Writing Preparation or Meg Clemens (386-8561 or 379-0941), Co-director for Math Preparation.

Enclosures

- 1) For your students:
 - a) Student Information Sheet
 - b) Registration Form
- 2) For publicity:
 - a) Flyer
 - b) Announcement

cc: D. Champagne