

SAT/ACT WORKSHOP

Meg Clemens and David Dufrane, Co-directors
Sponsor: St. Lawrence-Lewis BOCES
40 West Main Street, Canton, NY 13617

MEMORANDUM

TO: Guidance Counselors
DATE: January 2, 2017
RE: SPRING 2017 SAT/ACT Workshop

We are now accepting registrations from high-school juniors for the SAT/ACT Workshop. **Registration deadline is Friday, February 10, 2017.**

1. Students will practice for the new SAT as well as for the ACT. There is an optional class for students to prepare for the essay.
2. This year, we are asking students to bring to class the SAT and ACT registration booklets that include a practice test. We no longer are requesting a copy of the PSAT report although PSAT scores can be included on the registration form, if available.
3. We encourage districts participating in the BOCES CoSer 503 (Canton, Clifton-Fine, Edwards-Knox, Gouverneur, Hermon-DeKalb, Heuvelton, Madrid-Waddington, and Salmon River) 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.**
3. 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 \$140.00 made payable to David Dufrane (not to BOCES) to Meg Clemens, Canton High School, 99 State Street, Canton, NY, 13617.
4. Meg Clemens will email registration confirmations directly to guidance counselors by February 13th. The first class is March 5th. Students who submit a legible, working email address will receive email notification of class assignment by February 13th. Students may type the registration form online at <http://satactworkshop.weebly.com/>, print it and return it to their guidance office for signatures.
5. Late registrations will be accepted for open slots. Contact Meg Clemens directly about late registration.

An announcement of the Spring 2017 SAT/ACT Workshop is enclosed. Please include this in your school or guidance newsletter to inform students and their parents. Please include the announcement on your school website with a link to <http://satactworkshop.weebly.com/>.

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 Steve Putman, Interim Assistant Superintendent, St. Lawrence-Lewis BOCES, PO Box 231, Canton, NY 13617. Please send or fax (379-3741) a copy of the letter to Debbie Champagne (386-4504 ext 15100) 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. If you have additional SAT registration questions, please contact Meg Clemens (386-8561), mclemens@ccsdk12.org.

Enclosures

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