



LEARNING CENTER NEWSLETTER

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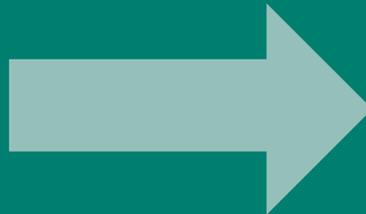


MATH AND SCIENCE

...PEER TUTORS IN THE LC. Need math or science help? Stop by the Learning Center every Monday and Wednesday during 3rd period to work with one of our peer tutors. This student has taken every Science and Math class SI has to offer. Take advantage of this valuable resource!

POP UP WORKSHOPS in the Learning Center

SIGN UP
TODAY



CONTENTS

2 Quick Tips
for all Grade
Levels!

3 SAT & ACT FAQs
(also available on
our website)

ANNOUNCEMENTS

IMPORTANT DATES

SEPT. 19. Mandatory X Period for all Learning Center Sophomores and Seniors in the LC at 8:30. Free doughnuts!

OCT. 10. Mandatory X Period for all Learning Center Freshmen and Juniors in the LC at 8:30. Free doughnuts!

OCT. 16 - 18. MIDTERMS.

OCT. 19 - 22. Quarter Break.

REMINDERS

POP UP WORKSHOPS. The Learning Center is hosting two (yes, two!) different pop up workshops in September.

Math Study Skills || Ms. Gomez

9/18, Upper Lunch
9/19, Lower Lunch & After School
(2:30 - 3:00, then 3:00 - 3:30)
9/25, Lower & Upper Lunch
9/26, Lower & Upper Lunch

Gen. Study Skills || Mr. Agelson

9/20, Lower Lunch
9/21, Lower Lunch & After School
(2:30 - 3:00 only)
9/22, Lower Lunch
9/28, Lower Lunch & After School
(2:30 - 3:00 only)

Sign up forms are linked in the titles above. Space is limited. Students may sign up for more than one workshop.

QUICK TIPS FOR ALL GRADE LEVELS

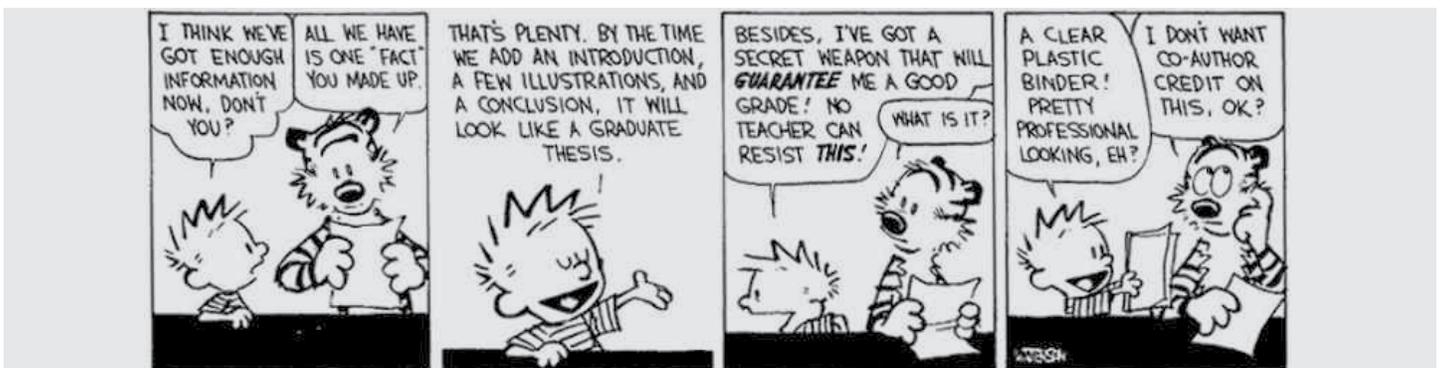
HOW TO WRITE A PROFESSIONAL EMAIL (Article Teaser)

1. **STICK TO THE SUBJECT (LINE).** Don't send an email to a teacher with "I need this," or "Are you busy" in the subject line. Be very clear about what you're trying to communicate. Send it from your SI email instead of your personal email address.
2. **SIGN ON/SIGN OFF.** Unless you're in the middle of an email conversation, it's important to address your teacher in a professional way. Start the email with "Hi Dr.____," or "Hello Ms. ____," before you start your email. Using formalities – even if your teacher doesn't – shows respect and courtesy... not to mention you might even receive a quicker response!
3. **USE WHAT YOUR ENGLISH TEACHER TAUGHT YOU!** Proper spelling, grammar, and punctuation goes a long way, especially in an email to a teacher or administrator. Most emails have spell-check... Use it!
4. **SHOW THAT YOU'RE RESOURCEFUL.** Don't send your teacher an email that says "when is the unit 1 quiz?" Show that you've done some of your own research. "I checked the syllabus and Canvas and couldn't find the date" is much better than a simple "what/when/why is this" question. You might even help some of your classmates too!
5. **PRACTICE NOW.** By practicing email etiquette now, you can master your online "voice" by the time you get to college. Your future professors will be impressed by your professionalism!

[Read the full article here. Thanks to Professors Paul T. Corrigan, Cameron Hunt McNabb \(Southeastern University\), and the writers at InsideHigherEd for these tips!](#)

HOW TO USE YOUR RESOURCE PERIOD (even if you only have 20 minutes)

1. **SMALLER CHUNKS.** Breaking up your work into smaller chunks can help you retain the information better. Use 20 minutes of your resource period to flip through your notes.
2. **FLASHCARDS.** Do you have a 20 minute bus or car ride? Make vocabulary flashcards to help you study for English or Language. Repetition is key, and flashcards can help you with this memory skill.
3. **GET STARTED!** It's difficult to get started, especially if you're beginning a "marathon" study session. If you only have 20 minutes, you don't have to worry about this mental block. Just get started!
4. **DO A "SCHEDULE CHECK."** Do you have any tests or projects coming up? What about essays or presentations? Compare your syllabus to Canvas and make notes of things to come.
5. **EASY HOMEWORK.** Homework doesn't only need to be done at home! See how much you can get done in 20 minutes. Need help with your homework? Ask a teacher in the Library!
6. **CREATIVITY TIME!** Expressing your creativity can be just as productive as starting your homework. Do you need to zone out for 20 minutes? Instead of tapping that Netflix app, practice drawing in Notability or coloring in a notebook. You could also create music in GarageBand or brainstorm a new app. Creativity is not limited to artistic expression – do what's best for you!



SAT/ACT FREQUENTLY ASKED QUESTIONS

SAT

HOW DO I APPLY FOR ACCOMMODATIONS ON THE SAT?

The Learning Center processes your accommodations requests before your sophomore year.

WHAT DO WE NEED TO ACCOMPLISH THIS?

Updated paperwork. No paperwork = no accommodations. Make sure the Learning Center has the most recent copy of your paperwork. Email Ms. Harms or Ms. Marconi if you have updated paperwork, or simply bring a copy to the Learning Center.

WHAT IS A SSD NUMBER AND WHY DO I NEED IT?

After the CollegeBoard has approved your accommodations requests, they will assign you an SSD Number. Please keep this number for your records. You will then use this number to create an account and sign up for a test online. You will not be able to access your approved accommodations without your SSD Number.

I DON'T KNOW MY SSD NUMBER. HOW DO I RECEIVE ACCOMMODATIONS ON THE SAT?

Call the CollegeBoard or email Ms. Marconi to ask for your SSD Number. You will not be able to access your approved accommodations without your SSD Number.

THE COLLEGEBOARD DIDN'T APPROVE ANY OR ALL OF MY REQUESTED ACCOMMODATIONS. WHAT CAN I DO?

The LC Staff can send in an appeal. See Ms. Marconi if you would like to appeal an accommodations decision. There are many reasons why the CollegeBoard denies a requested accommodation. Should you choose to appeal, you may need:

- *Additional testing or paperwork explaining your need for the denied accommodation.*
- *Teacher evaluations.*
- *Reports that indicate difficulty with timed testing.*

See Ms. Marconi for more information.

CAN I TAKE THE SAT AND THE SUBJECT TEST ON THE SAME DAY?

No. You must register for different testing dates.

SHOULD I TAKE THE SAT OR THE SAT WITH WRITING?

Totally up to you. Talk to your College Counselor about what is best for your college application.

DO MY SAT/SAT SUBJECT TEST ACCOMMODATIONS APPLY TO THE AP TESTS AS WELL?

When you apply for accommodations through the CollegeBoard, you are applying for accommodations on all CollegeBoard tests. This means that if you are approved for 50% extended time, you will receive 50% extended time on all SATs, SAT Subject Tests, and AP exams. Just remember that when you register for the SAT/SAT Subject Tests you will need your SSD Number.

I AM APPROVED FOR ACCOMMODATIONS ON ALL COLLEGEBOARD TESTS. DO THESE ACCOMMODATIONS APPLY TO THE ACT AS WELL?

No. The SAT is administered through the CollegeBoard, which is separate from the ACT. You must follow a separate application process for the ACT.

CollegeBoard tests include: the SAT with or without writing, SAT Subject Tests, and AP exams. It does not include the ACT.

SAT/ACT FREQUENTLY ASKED QUESTIONS

ACT

HOW DO I APPLY FOR ACCOMMODATIONS ON THE ACT?

Please follow the easy [4-step process outlined on our website](#) to apply for accommodations on the ACT. All testers must register online at www.act.org. You can begin this process for the ACT once you have registered for a test date. Plan ahead – it will save you time and money later!

WHAT DO WE NEED TO ACCOMPLISH THIS?

Updated paperwork. No paperwork = no accommodations. Make sure the Learning Center has the most recent copy of your paperwork. Email Ms. Harms or Ms. Marconi if you have updated paperwork, or simply bring a copy to the Learning Center.

SHOULD I IDENTIFY AS A NATIONAL OR SPECIAL TESTER?

National Testers: Accommodations include large-block answer sheets, large print test booklets, or 50% extended time.

Special Testers: Accommodations include, but are not limited to, computer use for essays, 100% extended time, the use of a 4-function calculator on the science section, or audio/reader.

If you don't know for which accommodations you qualify, please email Ms. Marconi.

I AM A SPECIAL TESTER AND I TOOK THE ACT AT SI WITH ACCOMMODATIONS. HOW DO I KNOW IF THE ACT RECEIVED MY SCORES? CAN YOU CHECK TO SEE IF MY SCORES WERE SENT TO COLLEGES? CAN YOU SPEED UP THIS PROCESS?

Short answer: NO.

Ms. Marconi will mail your test within one business day of you completing it. For example, if you finish on a Wednesday, your test will be mailed on Thursday. If you finish on a Friday, your test will be mailed by Monday. Please allow at least two weeks for shipping and processing. Keep in mind that it can take anywhere from 6 weeks to 2 months for the ACT

to fully process your scores. We will notify you if there are any issues with your test.

If you have any questions about your scores, please contact the ACT directly.

I AM APPROVED FOR ACCOMMODATIONS ON THE ACT. DO THESE ACCOMMODATIONS APPLY TO THE SAT AS WELL?

No. The SAT is administered through the CollegeBoard, which is separate from the ACT. Testing agencies deny accommodations for different reasons. You might receive different accommodations on the ACT versus tests administered through the CollegeBoard.

Ask Ms. Marconi if you have questions about your approved accommodations.

I AM APPROVED TO TEST OVER MULTIPLE DAYS. HOW DO I SCHEDULE MY TESTING?

Ms. Marconi will send out a sign up link as it gets closer to the testing dates. Typically this occurs after the previous testing window has ended. Here are a few notes to clear up any confusion with scheduling:

- Students with different timing codes must test separately. Timing Code 7 students cannot test with Timing Code 2 students, etc.
- Students that test together must take the same section of the test. For example, two students with the same timing code cannot take different sections of the test at the same time.
- All sections of the test must be taken in this order: English, Math, Reading, Science, and Writing.
- Students can take breaks in between sections if they are taking two or three on the same day. There are no breaks offered in the

All 2017 – 2018 newsletters are written and/or compiled by Katie Marconi, Learning Center Coordinator

Comic: Calvin and Hobbes by Bill Waterson