Summer Communications 2015 – At a Glance . . .

Here is a list of what you should have and/or will receive from us this summer. Contact the person listed if you have questions, or, for general questions, call Pandy Yeakle at 717-328-6114 in the office of the Associate Head of School. Thanks for reading all of this important information.

**Academic Program Information** (contact Eric Hicks, Associate Academic Dean, 717-328-6144 or eric_hicks@mercersburg.edu)

*Course selection for new students (information sent by email to parents once placement test results are known)*

Emailed the week of June 15 and posted to school website

*Information on summer reading*

Emailed the week of July 20 and posted to school website

*Information on purchasing textbooks (place orders after course selection confirmation is received from the Academic Dean’s Office)*

**Health Center** (contact Marcia Galey, 717-328-6136 or galeym@mercersburg.edu)

Mailed in the spring to returning students and as enrolled to new students

*Letter to introduce electronic health records system (CareFlow)*

*Physical form to be returned*

*Immunization requirement list (new students only)*

Emailed during the month of July

*Link/password to access information regarding Health Services and to complete electronic medical records*

**Athletic Department and Performance Group Activity for Fall 2015** (contact Kim Lesher, 717-328-6184 or lesherk@mercersburg.edu)

Posted to school website on June 30 (sign up by July 20)

*Information for preseason athletic participation and for fall performance group activities other than athletics (community service, dance, outdoor education, technical theatre, theatre)*

*Instructions to sign up for a fall sport or fall performance group activity are posted in Parents section; most returning students have signed up (Students should sign up for an activity by July 20)*

Emailed and posted to school website mid-July

*Athletics Order Notice – travel warm-ups information*

**Welcome from the Head of School** (contact Shirley Zeger, 717-328-6113 or zegers@mercersburg.edu)

Emailed on June 30

*Letter of welcome including instructions for accessing further summer communications, signing up for fall extracurricular activities, and timely announcements throughout the year*

Posted to school website

*Calendars for opening of school*

*Summer Communications 2015 - At a Glance…*

*List of accommodations*

*Performance Group Activity for fall – information and sign up (sign up by July 20)
From the Business Office  (contact Lori Cooper, 717-328-6110 or cooperl@mercersburg.edu)
   Emailed on July 6
   *Explanation of student fees and charges with July statement
Emailed by August 3
   *Explanation of Blue Card system for student expenditures and student banking

From the Office of the Dean of Students  (contact Laurie Rice, 717-328-6119 or ricel@mercersburg.edu)
   Posted to school website the week of July 13
   *Dress code, computer, iPad, and phone information
   *Guidelines for leaving school, transportation, vehicles, bicycles, and visitors
   *General information regarding room furnishing and decorations
   *Learning Services and Testing information
   *Transportation information
   *Information for day students (day students only)
Emailed during month of July
   *Permission forms to be completed online
   *Student and Household Information Check
   *Athletic team purchases information
   *Photo package form
   *Emergency contact information sheet
   *Information request from School Minister (new students only)

Emailed the week of July 20 for parents of new and returning international students
   *Letter with information about adjusting to Mercersburg and available resources
   *Important vacation information from the Dean of Students

Inbound Details  (contact Pete Gunkelman at 717-328-6172 or gunkelmanp@mercersburg.edu)
   Emailed the week of July 27 (for new students only)
   *More specifics regarding Inbound including items to bring to Inbound