

P.O. Box 580
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Telephone: (302) 993-1408
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March 13, 2017

Dear Parents,

Standardized testing (CAT TerraNova 3rd ed.) is scheduled for Monday, June 5 (8:45am – 1:30pm) and Tuesday, June 6 (8:45am - 12:30pm) at Pike Creek Bible Church (regular Towle site). All full-time Junior High students (grades 6-8) are required to test and will not be charged. ***These students do not need to register.***

We are offering testing for 4th through 8th grades for siblings of full-time students and junior high part-time students at a cost of \$30 per student. You ***do need*** to register these students. In order to ensure adequate tests and adequate space, you will need to enroll your child/children by ***Monday May 15, 2017***. Please complete the form at the bottom of this letter and return it to the school office. Enclose payment to *Towle Institute* for each child tested in grades 4 - 8 (**who are not full-time Junior High students**). If your form and payment are not received by this date, we cannot guarantee an available test for your child. There will be no registration at the door on the day of testing.

Should you have any further questions, I may be reached at libertymom124@gmail.com.

Sincerely,

Susan Smith
Testing Coordinator

(See OVER for Volunteer Information!)

Parents' Names (please include first and last) _____
Home phone: _____ Cell Phone: _____

<u>Student Name</u> <small>(please include last name if different from parent)</small>	<u>Grade</u>	<u>Fee</u> (4 th - 5 th graders, part-time, and siblings of full-time students)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FEE: _____

For office use only:

<p><u>Towle Students:</u></p> <p>___ Sibling Program (4th-5th grade)</p>	<p><u>Non-Towle Students:</u></p> <p>___ Part-Time (6-8th grade)</p> <p>___ Towle siblings (6-8th grade)</p> <p>___ 4th-5th graders not in Sib Prog</p>	<p>___ paid cash \$ _____</p> <p>___ paid check # _____ for \$ _____</p> <p>Date Received _____</p> <p>Received by _____</p>
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Parents' Names (please include first and last) _____

<u>Job</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>
Hall monitor (will sit in hallway outside of gym/bathrooms)	_____	_____	_____
Testing Aide	_____	_____	_____
Outside monitor	_____	_____	_____
Answer sheet preparation (1:30-2:00 on Monday, 12:30-1:00 on Tues.)	_____	_____	_____
Childcare (for teacher's children)	_____	_____	_____
Book return	_____	_____	_____

Dear Parents,

If you have not yet put in your volunteer hours, now is your chance (even if you have, we welcome the help)! Above is a list of those jobs that we will have need for volunteers to fill. If you are able, please indicate your availability. This is needed for the CAT testing on Monday and Tuesday, June 5 and 6 and for finals/placement testing on Monday, Tuesday and Wednesday, June 5-7.

Please fill out the top of this form and return this sheet to the office (even if you are not required to submit the form on the front). You will be contacted to confirm your availability. Once completed, don't forget to fill out a volunteer form so that your family can receive credit. You need not register your child, nor even have a child testing, in order to volunteer for these tasks.