

CHARLOTTE LATIN SCHOOL

April 2022

To new Upper School students and their families, may we, in the Upper School academic offices, add our welcome to Charlotte Latin School. Over the coming weeks, you will be sent additional information to aid in your transition to our Upper School; however, at this time we share time-sensitive details about Course Placement Assessments and Course Registration. Please carefully read the enclosed information and if you have any questions, reach out to [Mrs. Turpin](#), our Registrar.

Course Registration: It is our goal that each student be placed in academic courses that best match each student, individually. To that end, our Academic Dean, Mrs. Cudabac, has pored over each student's transcripts to make suggestions for course registration based on your transcript and clarify your choices as an incoming student. Please take time to review the [Upper School Course Catalogue](#) to familiarize yourself with our course offerings. **Completed registration forms are due May 20.** To assist our early planning for section scheduling, your course registration is due before your placement assessments are completed but selections can be adjusted based on placement assessment results.

Course Placement Assessments are required for all students seeking placement in upper-level classes: any math course above Algebra I and any world language course beyond the first year. Rising 9th-grade students who have successfully completed Math 1, Algebra I, or equivalents are welcome to take the Advanced Conceptual Physics placement assessment if they have that interest. Assessments are not necessary for English or History.

All placement assessments will be administered **in-person on Wednesday, June 1, Thursday, June 2, and Friday, June 3** in the Inlustrate Orbem building at Charlotte Latin. The amount of time needed for each assessment will be shown on the [appointment scheduling site](#) for you to plan your day. Assessment scheduling will remain open for on-campus testing through May 27 at 5:00 p.m. On-site testing is always the preferred method of offering assessments. If you live outside the greater Charlotte metro area (2 hours or more) and are unable to plan a visit during the first days of June, virtual testing can be scheduled on Tuesday, May 31 or Monday, June 6. All virtual testing appointments must be scheduled with Mrs. Turpin by May 17 to allow for materials planning, proctor scheduling, and USPS delivery.

It is critical that placement assessments occur within this timeframe to confirm course selections for scheduling purposes and to plan for any necessary remediation.

Accommodated Testing: If your student has a 504 Plan or IEP in use at the current school, and you did not include that information in your application materials, [please sign the release](#) and forward to the current school. Receipt of current psychoeducational testing (within the last three years) and current 504/IEP plan are required for us to offer accommodations on placement assessments. If your student requires extended time for testing, please take that into consideration as you schedule your placement testing appointments. *For example, those with 50% extra time or*

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time and one-half, taking the test to place out of Algebra I will plan for that test to take 1 hour, 30 minutes.

Transcripts: We will request a complete transcript, additional standardized testing information, and disciplinary records from the former school once final grades have been recorded.

After reading the Upper School Course Catalogue and the information regarding placement assessments, if questions remain, please email the Registrar, [Mrs. Turpin](#).

We very much look forward to meeting you in person and welcoming you to Charlotte Latin!

Sincerely,

Abigail Cudabac
Dean of Academics

Sonja Turpin
Registrar